WinPLUS User's Guide

Version 2.6

**Guide For Reporting Data For The Public Libraries Survey, FY 2004
Using The Windows Public Library Universe System Software**

November 2004

CONTENTS

1 INTRODUCTION

1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES) is the primary federal entity for the collection, analysis, and reporting of educational statistics in the United States. In 1985, NCES and the American Library Association (ALA) conducted a pilot project in 15 states to assess the feasibility of a federal-state cooperative program for the collection of public library data. The project was jointly funded by NCES and the U.S. Department of Education's former Library Programs (LP) office. In 1987, the project's final report recommended the development of a nationwide data collection system. The Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)[1] charged NCES with developing a voluntary Federal-State Cooperative System (FSCS) for the annual collection of public library data. A task force was formed by NCES and the U.S. National Commission on Libraries and Information Science (NCLIS) to carry out this mandate, and the FSCS was established in 1988.

The 1988 NCES-NCLIS task force evolved into the FSCS Steering Committee as we know it today. This Committee is integral to the design and conduct of the survey. Its membership includes State Data Coordinators (SDCs) and representatives of the Chief Officers of State Library Agencies (COSLA), NCLIS, ALA, the Institute of Museum and Library Services (IMLS), the U.S. Census Bureau (the data collection agent), and NCES.

SDCs (appointed by COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. The data are used for planning, research, evaluation, and policymaking decisions by federal, state, and local officials, professional associations, researchers, educators, local practitioners, and other interested users.

1.2 Reporting Data: Administrative Entities and Outlets

The Public Libraries Survey collects statistics on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multi-outlet operation) or in separate quarters (e.g., a suite in an office building, or an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See administrative entity data entry screens in section 5.5.2 or administrative entity data element definitions in Appendix E to review the administrative entity data elements included on the Public Libraries Survey.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some data are reported for each outlet of an administrative entity, such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See outlet data entry screen in section 5.5.3 or outlet data element definitions in Appendix F to review the outlet data elements included on the Public Libraries Survey.)

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[1]This was superseded by the National Education Statistics Act of 1994 (P.L. 103-382) and, more recently, by the Education Sciences Reform Act of 2002.

1.3 Revisions to WinPLUS 2.6

Import Process:

The Import Specifications were revised due to survey changes. See Appendices B and C.

Match Routine:

The Match Routine checks for all automatic matches first, and then checks for all conditional matches.

Administrative Entity Data Collection:

Most data elements were renumbered. See Appendix E.

Deleted Data Elements:

No data elements were deleted.

New Data Elements:

1. Data element 20—Reporting Period Starting Date
2. Data element 21—Reporting Period Ending Date
3. Data element 44—Local Government Capital Revenue
4. Data element 45—State Government Capital Revenue
5. Data element 46—Federal Government Capital Revenue
6. Data element 47—Other Capital Revenue
7. Data element 64—Total Number of Library Programs
8. Data element 65—Number of Children's Programs
9. Data element 66—Total Attendance at Library Programs

Revised Data Element Names/Definitions/Notes:

1. Data element 15—Legal Basis Code. Revised definition of "LD—Library District" code based on Census of Governments definition.
2. Data element 39—Electronic Materials Expenditures. Revised definition to delete sentence about equipment expenditures that are inseparably bundled into the price of the information service product.
3. Data element 42—Other Operating Expenditures. Revised note to definition to include contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.).
4. Data element 48—Total Capital Revenue (previous name was Capital Revenue).
5. Data element 49—Total Capital Expenditures (previous name was Capital Expenditures).
6. Data element 54—Databases. Revised note to definition to clarify what should be reported in this item vs what should be reported in data element 56-Current Electronic Serial Subscriptions.
7. Data element 67—Children's Program Attendance. Revised note to definition to clarify that attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, should not be counted.

Outlet Data Collection:

No revisions were made to the outlet data elements/definitions.

Edit Checks:

1. New current-year edits were added, and the order of the edits was modified. See Appendix G.
2. New historical edits were added, and others were revised. See Appendix H.

2   GETTING STARTED

2.1   WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.

The WinPLUS software and state data files are available as follows:

- As an Internet download (see section 2.5 for instructions), or

- On compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cynthia Ramsey or Laura Hardesty (PLS Census staff) at **govs.pls@census.gov** for the CD version, if necessary.

The state database includes the following: (1) the previous year's administrative entity and outlet data, (2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and (3) the historical tracking data for administrative entities and outlets.

2.2   Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact the PLS Census staff at **govs.pls@census.gov**.

Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or
  Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

2.3   User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise but does require the user to have a basic knowledge of how to use a personal computer running Windows.

2.4   Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, or mouse and scroll bar, to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

- <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.

- <Page Up> When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.

- <Page Down> When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

2.5   Installing WinPLUS

The WinPLUS software may be downloaded from the Internet.   If WinPLUS 2.5 is currently installed, the user can choose the "Software Upgrade Installation" option. Users with no version of WinPLUS or one prior to WinPLUS 2.5 must choose the "Full Software Installation" option.

Download WinPLUS Software or Upgrade and the State Data File from the Internet

WinPLUS and your state data file are available from the Internet through the U.S. Census Bureau's World Wide Web (WWW) site and can be downloaded following the instructions below.

- Using a Web browser, point to http://www.census.gov/govs/www/pls.html address.
- Download the software archive you need by clicking on the appropriate selection.

- If a file download box appears with a default "Save this program to disk" option highlighted, select the **OK** button. (This message is dependent on the type of Web browser.)
- When the "Save As" box appears, <u>be sure to note the directory where the installation file will be saved</u> and select the **Save** button.
- Click on "State Data Files" and enter your password. Then follow the "Save As" instructions above.
- If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

Note: If you need assistance using the Internet, consult either your system manager or contact the PLS Census staff at (800) 451-6235 or at **govs.pls@census.gov**.

➢ **Software Upgrade Installation for WinPLUS**

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double click on the filename *winplus26upgrade.exe*.
- Read the opening message and select the **OK** button.
- Verify that the *Unzip To Folder* contains the currently installed version of WinPLUS.
- Select the **Unzip** button.
- Answer **Yes** to *Overwrite file?*.
  Note: If the message "*Overwrite file?"* does NOT appear, WinPLUS is not installed on this computer, and the user should go to the 'Full Software Installation' instructions, or the software is located in a different directory.
- Select **OK** and then **Close**.
- Proceed to 'Extract the State Data File' instructions below before using WinPLUS.

➢ **Full Software Installation**

First, <u>UNINSTALL</u> any version of WinPLUS as follows:

- Open the Control Panel (Start | Settings | Control Panel).
- Double-click the Add/Remove Programs icon.
- Select WinPLUS from the list.
- Click the Add/Remove button.
- Click the Yes button to remove the old software.
- Click the Remove None button when prompted about uninstalling shared files.

Note: Your local technical support staff can provide assistance with this.

Installing the WinPLUS Software

IMPORTANT—**If the computer is run on Windows NT, Windows 2000, or Windows XP, the installer MUST have administrative rights. If you do not have administrative rights, have the WinPLUS software installed by your technical support staff. It is also a good idea to close all other applications before installing WinPLUS:**

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double-click on the filename, *winplus26install.exe*.
- Select the **Setup** button and the application will state *Copying files please stand by*.

- Once all files are copied, you will get a system message stating:
  Welcome to the WinPLUS 2.6 Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.
- Choose **OK** to continue Setup.
- By default, "WinPLUS" Setup will install the software in *C:\PROGRAM FILES\WINPLUS*. You have the option to override this default directory, but it is recommended that you **DO NOT**. However, if you opt to change the default location, be sure to substitute that location for all **subsequent** references to **C:\Program Files\WinPLUS**.
- Click on the **Computer** button to install the "WinPLUS" software.
- A box will appear stating "Installing Data Access Components" while Microsoft Data Access Components 2.1 are automatically installed.
- Once the Data Access Components are installed, you will return to the WinPLUS 2.6 setup.
- You may get one or more Version Conflict boxes stating: A *file being copied is older than the file currently on your system. It is recommended that you keep your existing file...etc., etc. Do you want to keep this file*? **ALWAYS respond YES to this question.**
- Eventually you will get "WinPLUS 2.6 setup was completed successfully."
- Choose **Ok**.
- Proceed to 'Extract the state data file' instructions below before using WinPLUS.

Extract the State Data File

- From Windows Explorer, select the directory containing the previously downloaded state archive.
- Double click on *winplusstmdb.exe (*where "*st"* is your 2-character state abbreviation).
- Change the destination of the *Unzip To Folder* to the directory you will want your state data file to reside.
- Select the Unzip button.
- The state data file, **fscs_ST_FY2004.mdb** will be automatically extracted.

This completes the installation of the WinPLUS 2.6 System. The self-extracting archives (i.e., *winplus26install.exe* and w*inplusstmdb.exe*) are no longer needed and may be deleted to save space.

3   OVERVIEW OF WinPLUS

3.1   WinPLUS Sequence

In general, WinPLUS uses the following sequence:

1. Data entry, either by importing the data from an external file (using WinPLUS Main Menu option 'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'). For more information, see section 5.2—Import and section 5.5—View/Update Administrative Entity or Outlet Records.

2. Review of edit checks and other reports (discussed in detail in sections 5.4, 5.8, 5.9, and 5.10) using the following tools:

    •   The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu generates a complete edit report for all libraries. A single-library edit report can be generated from the Main Menu option 'View/Update Administrative Entity or Outlet Records'.

    •   The 'Report of Mismatched Records' and 'Create Tables and State Summary Data' options on the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state tables, and state summary data.

3. Submission of your final data. The instructions for a complete data submission are provided in section 6—Prepare File for Submission.

FSCS ID#

Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme, where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the outlet.

3.2   Historical Tracking

An historical tracking feature records name, location, and structure changes to administrative entities and outlets. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets (for full list of possible changes, see structure changes menu in section 5.6.1—Administrative Entity Structure Changes and section 5.7.1—Outlet Structure Changes).

If records are imported into WinPLUS, structure changes are made during the match process if needed. If name or address changes are entered via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records', the user will be prompted to make any structure changes via the Main Menu options 'Administrative Entity Structure Changes' or 'Outlet Structure Changes'.

3.3   **Valid Entries Only**

Invalid entries are not permitted during data entry. WinPLUS software uses a –2 to indicate a data field that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
0	Zero means, "We have none of this item" for numeric data (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" and is used for these items only**:** • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendices E and F.

4   STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

4.1   Introductory Screen

WinPLUS greets the user with the following introductory screen. Choose 'Continue' to go to the next screen. 'Exit' will close WinPLUS.
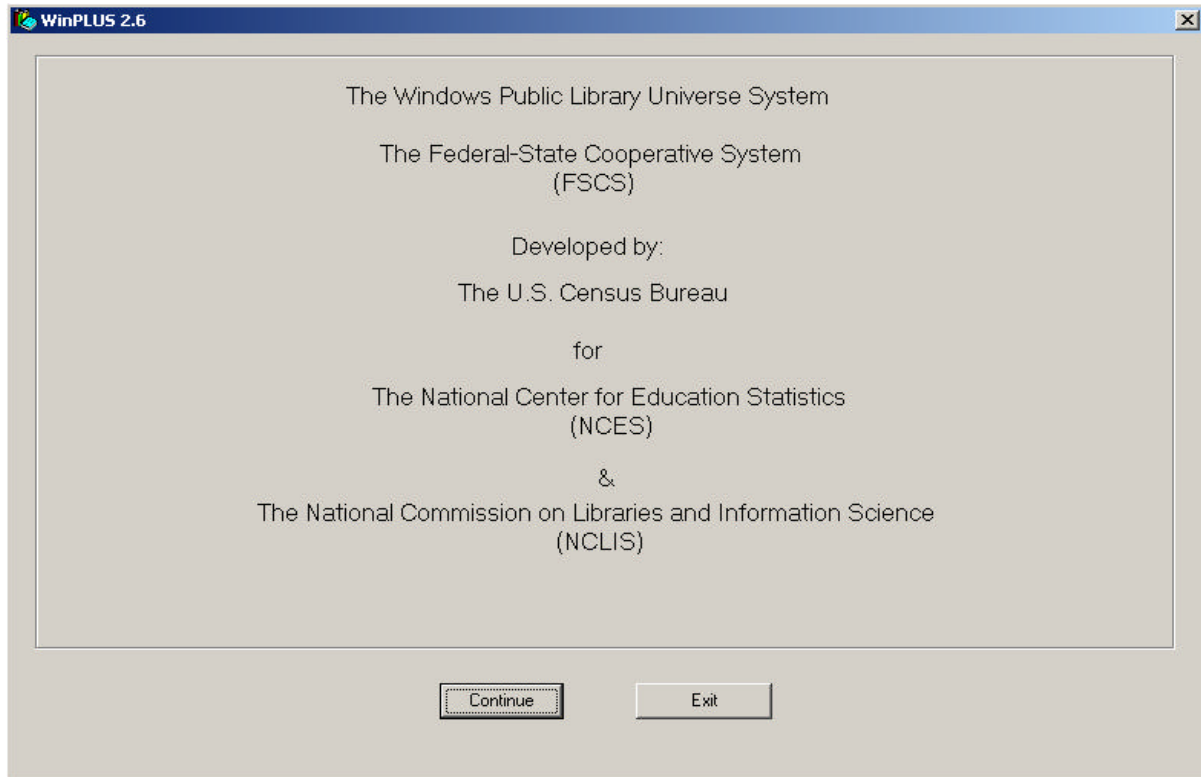
4.2   Select Data File

A screen appears that lists your state file (**fscs_XX_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2004 for the current data collection). The user can select **Process Current Year** or **View Prior Year Data**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit" to return to the WinPLUS Main Menu.
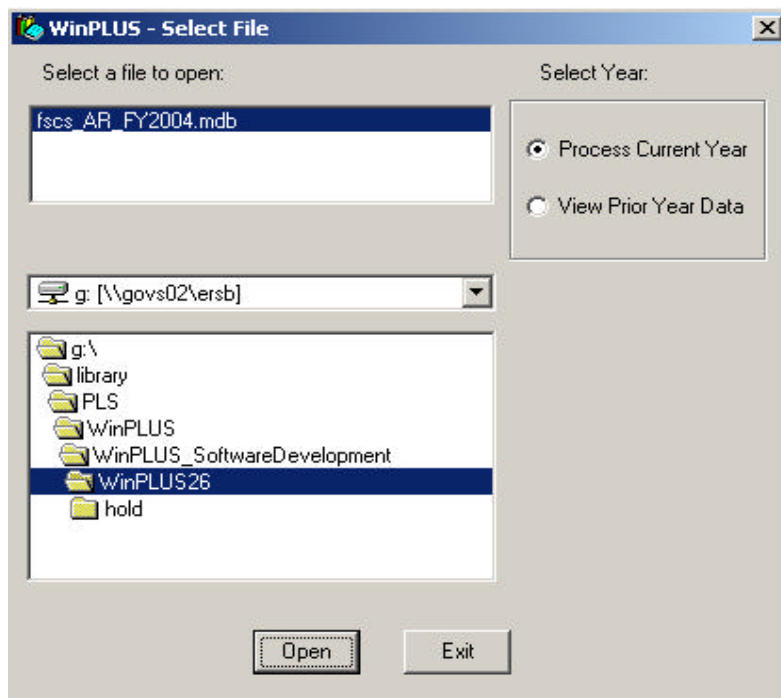
Current-Year File (Fiscal Year 2004 Reporting Period)

The current-year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 2003 data) for items 1 through 19 because this information is not expected to change annually. The user should review all pre-entered data and update any information that has changed. Remaining items 20 through 69 have –2s in the data entry fields; data for fiscal year 2004 should be provided for these items. (Note: In future years, items 20 and 21 will be updated and pre-entered.)

Data File Names

WinPLUS administrative entity files are part of the state database (**fscs_XX_FYZZZZ.mdb**). In this manual, file names will commonly use 'XX' to represent the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'AL' for Alabama.

4.3 State Characteristics Data

When the user selects the current-year data file, WinPLUS automatically displays the State Characteristics data entry screen. (See Appendix D—State Characteristics Data Element Definitions). WinPLUS automatically displays your state's name (Arkansas in this example) and the FSCS Submission Year (the year in which the data are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**

The cursor is on the **highlighted** data entry field for data element 01—Reporting Period Starting Date. ***The Reporting Period for this data submission is fiscal year 2003–2004.*** Enter the data and then press the Tab or ENTER key to go to the next item. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.

5   WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu that has 12 options, as shown below. From the WinPLUS Main Menu, the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.
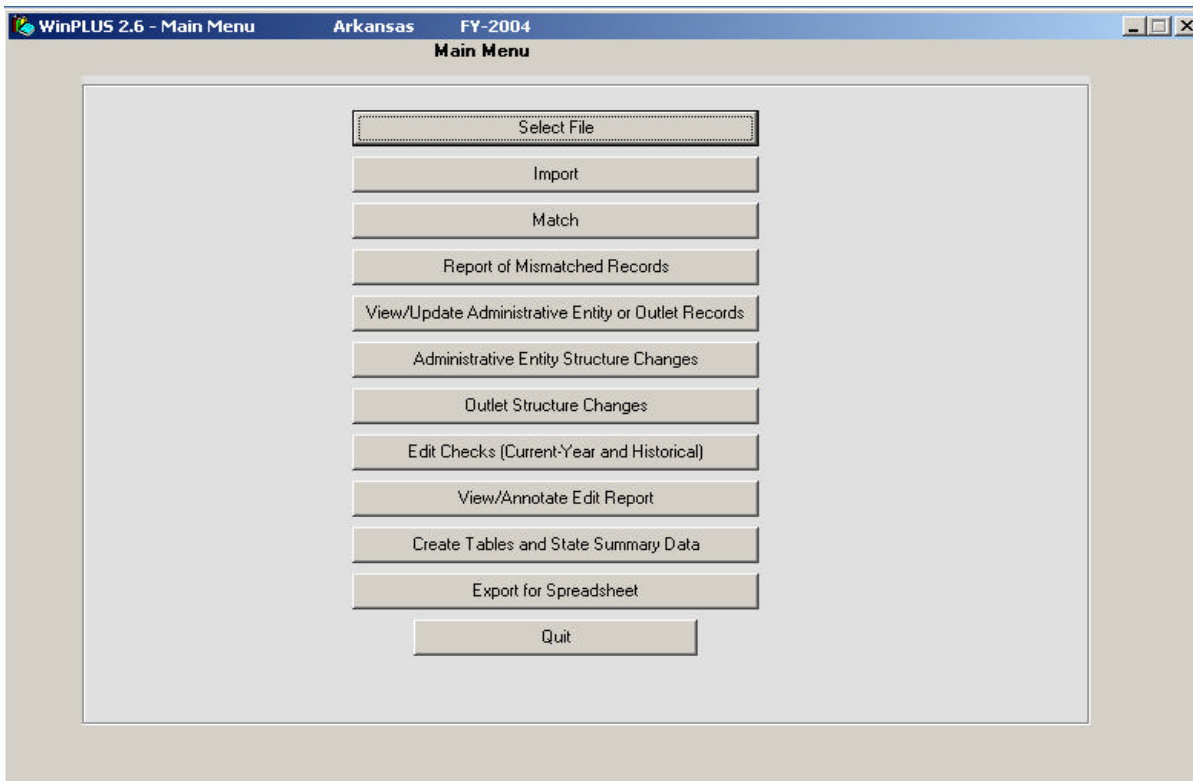
5.1   Select File

WinPLUS automatically enters this function when starting up (see section 4.2—Select Data File). You will only need to use this option if you wish to select a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period starting and ending dates, official state population estimate, and total unduplicated population of legal service areas).

From the 'Select File' screen, you may select 'Process Current Year' or 'View Prior Year Data'. The database is listed under 'Select A File to Open' and is named **fscs_XX_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2004 for the current data collection. After selecting a file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. Select 'View/Update Administrative Entity or Outlet Records' from the WinPLUS Main Menu to enter your data directly (see section 5.5—View/Update Administrative Entity or Outlet Records for instructions). Select 'Import' from the WinPLUS Main Menu to import your data (see section 5.2—Import for instructions).

5.2   Import

5.2.1   Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. Import files must conform exactly to the specifications provided in 'Appendix B—Administrative Entity Import File Specifications' and 'Appendix C—Outlet Import File Specifications'.

Note:

- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.

- The administrative entity import file can contain only administrative entity records. Outlet records must be removed.

- The outlet import file can contain only outlet records—all central, branches, bookmobiles, and books-by-mail only outlets. Administrative entity records must be removed.

If you are unable to import successfully, please contact the PLS Census staff by phone at (800) 451-6235 or by e-mail at **govs.pls@census.gov**. Please keep a copy of the original import file for Census to review.

5.2.2   Selecting the Type of File to Import

Administrative entity and outlet data files can be imported into WinPLUS. WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:
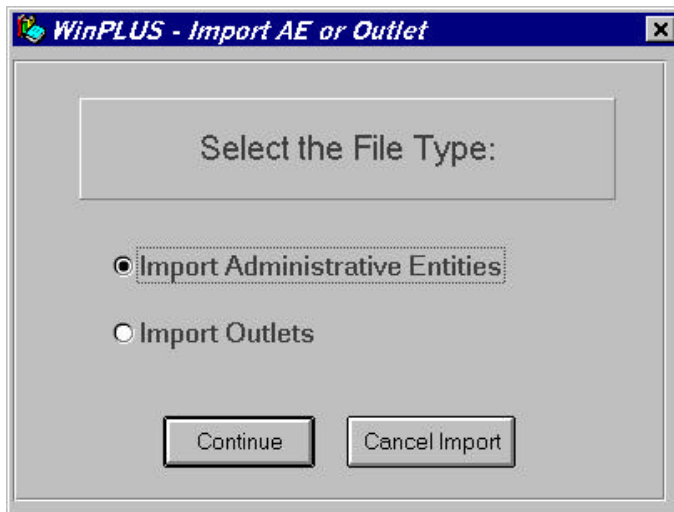
Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of data you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

If you are importing the data for administrative entities, a menu (see screen below) is displayed with two available file formats: 'Text File' and 'Microsoft Excel Spreadsheet'. Select the file type that you will import into WinPLUS and choose 'Continue' to proceed with import, or choose 'Cancel Import' to return to the WinPLUS Main Menu.

If you are importing the data for outlets, the only option is 'Text File' (i.e., ASCII flat file). See the section below entitled 'Using the Macro Facility to Convert (Export) Excel Spreadsheet to Text File' if you need to convert an outlet Excel spreadsheet to a text file that you can import into WinPLUS.

Note:
- When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.
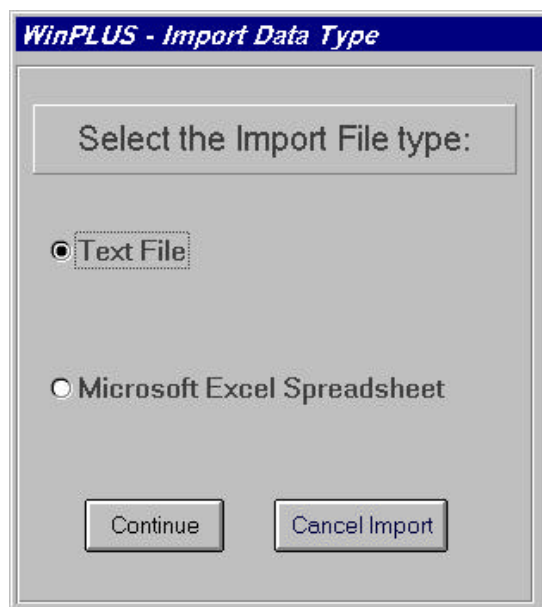
- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.

Using the Macro Facility to Convert (Export) Excel Spreadsheet to Text File

If you maintain your outlet file in an Excel spreadsheet, use the macro (WinPLUS_Macro.xls) provided with the WinPLUS installation package to create an ASCII flat (text) file from your Excel spreadsheet. Please follow these steps:

- Open the macro (WinPLUS_Macro.xls), located in the same directory as the WinPLUS software, and choose Enable Macros.
- Open the spreadsheet containing data to be converted (exported) to a text file. (The file must be open.)
- Select Tools, Macro, and Macros… to see a dialog box containing the macro named 'WinPLUS_Macro.xls!Export_Outlets'.
- Highlight the macro name (WinPLUS_Macro.xls) and click on 'Run' to start the macro.
- Navigate through the message boxes until you reach the final one that tells you the name of the text file just created. Import this text file into WinPLUS.

5.2.3 Read and Validate

After the user selects the data file type and format, WinPLUS will display a screen from which the drive and the file to be imported can be selected.
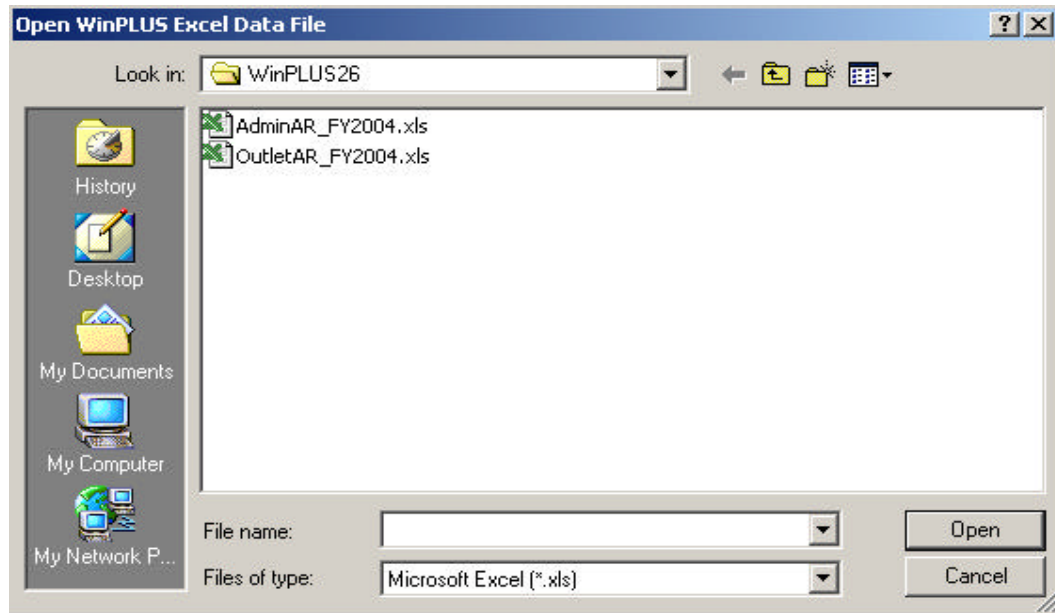
If you are importing administrative entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. If your spreadsheet contains more than one worksheet, a list of all worksheet names will appear and the user must select the one to import.
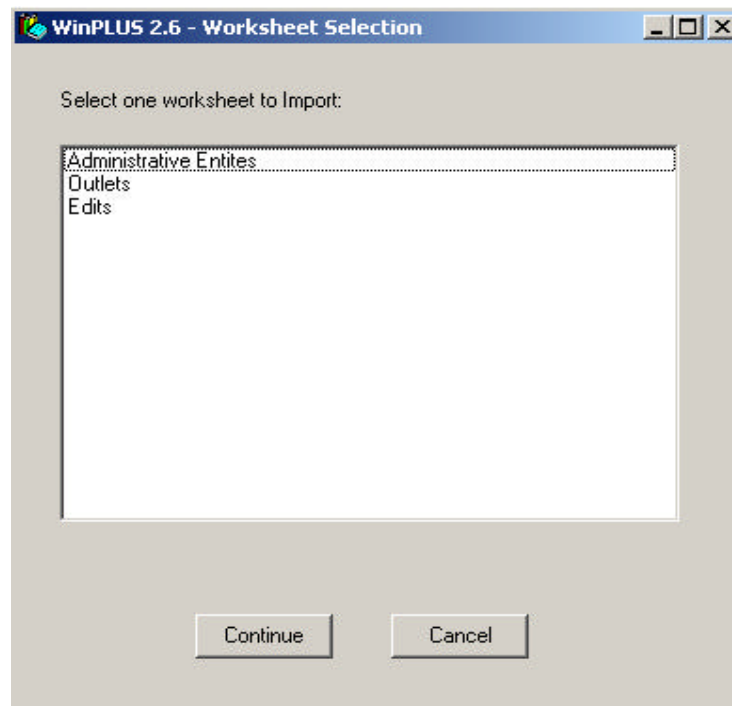
After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table.

For Excel files, WinPLUS checks the first row of the spreadsheet for column headings. If the first field does not contain 'LIBID', 'LIB ID', or 'LIB_ID' a message box will appear asking the user whether the first row is a heading row. Select 'Yes' if it is or 'No' if it is not and the import will continue.
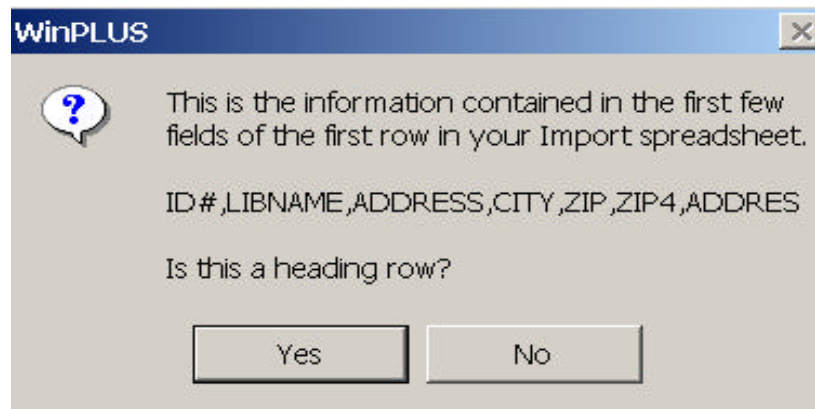
For ASCII text files, WinPLUS validates the data against the administrative entity import file specifications or the outlet import file specifications (see appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #…" showing WinPLUS's progress.

5.2.4   Import Complete

At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or 'No' to return to the Main Menu.
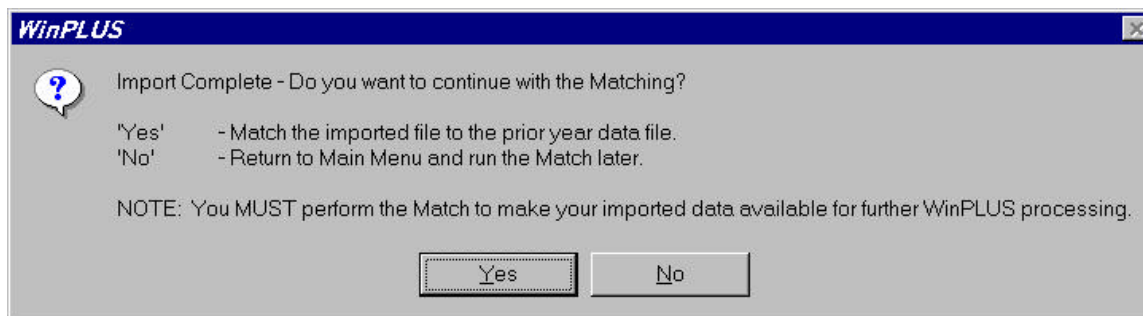
5.3   Match (Used with Imported Data Only)

The 'Match' option, which follows the 'Read and Validate' import routine, attempts to match records from the current-year import file against records from the prior-year file. The 'Match' option is used with imported data only. If you did not run the Matching Routine at the completion of importing your data, you must run it via the 'Match' option on the Main Menu. Please note the following:

- The 'Match' option on the Main Menu will not run if: (1) you did not import your data (i.e., you performed direct data entry), or (2) your data were not imported successfully. In either case, you will receive the following message if you select the 'Match' option on the Main Menu:

- The 'Edit Checks (Current Year and Historical)' option on the Main Menu will not run if you imported data but did not run the matching routine. If you try to run the edit checks, you will receive a message prompting you to run the "Match" feature:
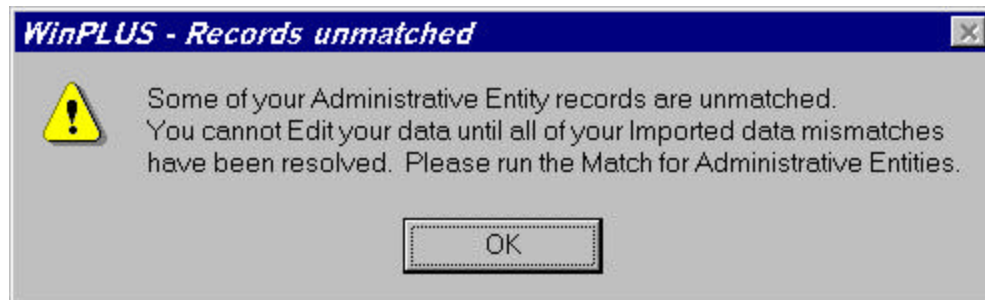
- If you select the 'Match' option from the Main Menu, you will be prompted to begin matching on administrative entities (A) or outlets (O). **To complete the matching process, you must match on administrative entities (A) and on outlets (O).**

- You do not need to complete the Matching Routine in one session, but you must complete it before proceeding with any other WinPLUS operations.

5.3.1 Matching Routine

This routine attempts to match records from the current-year import file against records from the prior-year file. The 'Match' feature consists of the following steps:

1. Key information (e.g., NAME, LIB ID#, etc.) from the prior-year data is compared to the import data to check for all *automatic matches* first, and then to check for all *conditional matches*;

2. WinPLUS records official name and address changes;

3. WinPLUS runs the 'Structure Change' routine. This allows the user to resolve any records on the import file that have not been matched to the prior-year file and any records on the prior-year file that have not been matched to the import file; and

4. Matched records are moved to the administrative entity or outlet database.

The Matching Routine for Administrative Entity import files and Outlet import files are discussed separately in the next two sections.

5.3.1.1 Matching Routine for the Administrative Entity File

1. <u>Automatic match</u>. The following conditions constitute an automatic match of administrative entity records on the import file and the prior-year file:

   ➢ WinPLUS checks records to see if the LIB ID# and NAME (of library) on the import file exactly match the data on the prior-year file. If *both match*, the records are considered an automatic match, and the FSCS ID# is used.

   ➢ If WinPLUS can match *only one* of these data elements on the import file and the prior-year file, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP, or PHONE. If this condition is met, the record is considered an automatic match.

2. <u>Conditional match</u>. A match on *only one* of the six data elements described above constitutes a conditional match.

The criteria for automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	None
	Yes	No	Any 2 of the 4
	No	Yes	Any 2 of the 4
Conditional Match (WinPLUS prompts user for match)	Yes	No	None or any 1 of the 4
	No	Yes	None or any 1 of the 4
	No	No	Any 1 of the 4

       In a conditional match, WinPLUS displays both administrative entity records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

       After a conditional match is found, the user clicks on 'Yes' to accept the match or 'No' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

       Note: Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

       The matching routine is **not** case sensitive. A library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

       Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

5.3.1.2 Matching Routine for the Outlet File

1. <u>Automatic match</u>. The following conditions constitute an automatic match of outlet records on the import file and the prior-year file:

    ➢ WinPLUS checks records to see if the LIB ID#, NAME (of library), and Outlet Type Code on the import file exactly match the data on the prior-year file. If *all three match*, the records are considered an automatic match and the prior-year FSCS ID# is used.

    ➢ If WinPLUS can match *only two* of these data elements (the LIB ID# and Outlet Type Code), the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP, or PHONE. If this condition is met, the record is considered an automatic match.

    ➢ If WinPLUS can *only match* the NAME (of library) and Outlet Type Code, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP, or PHONE. If this condition is met, the record is considered an automatic match.

2. <u>Conditional match</u>. A match on *only one* of the six data elements described above constitutes a conditional match. The Outlet Type Code is not used for a conditional match.

    The criteria for automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	OUTLET TYPE	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	Yes	None
	Yes	No	Yes	Any 2 of the 4
	No	Yes	Yes	Any 2 of the 4
Conditional Match (WinPLUS prompts user for match)	Yes	No	N/A	None or any 1 of the 4
	No	Yes	N/A	None or any 1 of the 4
	No	No	N/A	Any 1 of the 4

In a conditional match, WinPLUS displays both outlet records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# matches, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

After a conditional match is found, the user clicks on 'Yes' to accept the match or 'No' to reject it.. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

Note: The data matching routine is **not** case sensitive. For example, a library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

5.3.2 Checking for Name and Address Changes

While in the data Matching Routine, WinPLUS automatically checks for name and/or address changes so that the change can be tracked in the historical file if appropriate.

Name (of library) Change. When a user updates a name in an import record, the 'Import Name Change' window is automatically displayed below the split screen showing the import and prior-year data.

- Type '1', then select 'OK' to select "This Administrative Entity has officially changed its name" when the library name was officially changed.

- The user is prompted "Is this a Structure Change (Y/N)?" (The types of administrative entity structure changes are listed in the WinPLUS screen on page 26. Outlet structure changes are listed in the screen on page 37.) Type 'N' to simply track the name change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.

- Type '2', then select 'OK' to select "This is now the preferred spelling of the Name." when a correction was made to the library name because of a data entry error.

- Type '3', then select 'OK' to select "Last year's Name should be used instead of this year's." if you want to keep the prior-year name.

  WinPLUS then automatically checks for address changes for the same record.

Address Change. When the user updates an address in an import record, the 'Import Address Change' window is automatically displayed below the split screen showing the import and prior-year data. Select one of the three options displayed.

- Type '1', then select 'OK' to select "This Administrative Entity has moved to a new location." when the library moves its physical location.

- The user is prompted "Is this a Structure Change (Y/N)?" (The types of administrative entity structure changes are listed in screen on page 26. Outlet structure changes are listed on page 37.) Type 'N' to simply track the address change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.

- Type '2', then select 'OK' to select "This is now the preferred Street Address (same location)." when a correction was made to the library address because of a data entry error.

- Type '3', then select 'OK' to select "Last year's Street Address should be used instead of this year's." if you want to keep the original address.

    After all matches are complete and name and address changes checked, WinPLUS begins the structure change routine.

5.3.3   Structure Change Routine

After all matches are complete and official name and address changes recorded, if one or more records from the administrative entity or outlet import file still is not matched to the previous year's file, WinPLUS automatically begins the structure change routine. **Note: You cannot make more than nine structure changes during a single WinPLUS session. To make more than nine structure changes, 'Quit' and restart WinPLUS.**
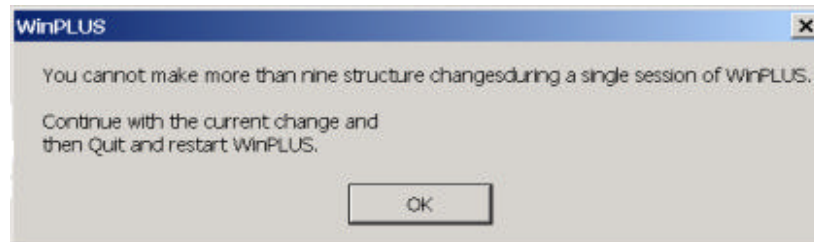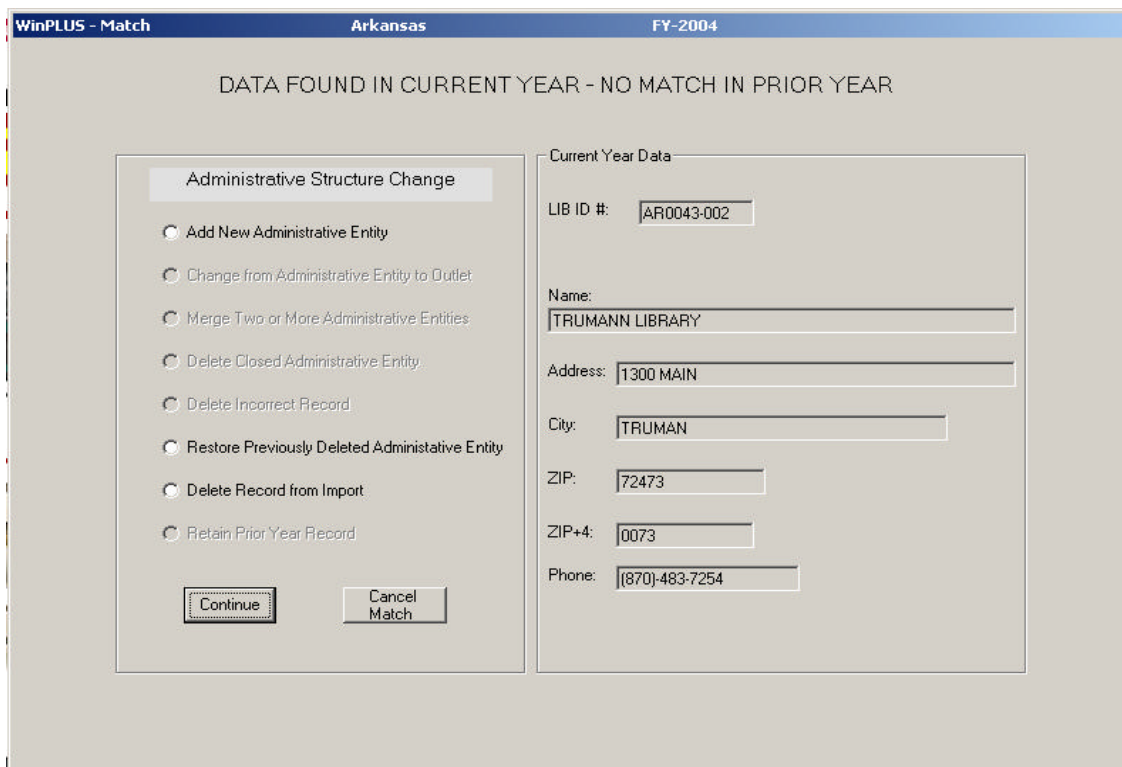
ADMINISTRATIVE ENTITY STRUCTURE CHANGES DURING MATCHING ROUTINE

An 'Administrative Structure Change' menu with several options is automatically displayed if one or more records from the administrative entity import file are not matched to the prior-year file. These options will vary depending on the type of match found. The options are described below.

1.   DATA FOUND IN CURRENT YEAR – NO MATCH IN PRIOR YEAR

When data are found in the administrative entity import file, but no match is found in the prior-year file, three types of structure changes are available: Add a new administrative entity, restore a previously deleted administrative entity, or delete the record from import.

➢ **Add New Administrative Entity**

       To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Structure Change' menu and then select 'Continue'. The program assigns the new entity a new FSCS ID#. Click 'OK' to continue to the next structure change.

➢ **Restore Previously Deleted Administrative Entity**

To restore an administrative entity record, choose 'Restore Previously Deleted Administrative Entity' from the 'Administrative Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Please be sure to pick the administrative entity that you have been working with in the match. Choose 'Restore'.

     The historical database only restores data for data elements 1 through 19. Enter the data for the remaining items now or later via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.

➢ **Delete Record from Import**

     This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is performed. Select 'Delete Record from Import' from the 'Administrative Structure Change' menu and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

2. DATA FOUND IN PRIOR YEAR – NO MATCH IN CURRENT YEAR

When data are found in the prior-year file, but a match is not found in the administrative entity import file, five types of structure changes are available: Change from an administrative entity to an outlet, merge two or more administrative entities, deleted a closed administrative entity, delete an incorrect record, or retain the prior-year record.

➢   **Change from Administrative Entity to Outlet**

        To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Structure Change' menu. The administrative entity that changed to an outlet is tracked in the historical database under its original FSCS ID# and the new outlet's FSCS ID#.

        You will receive the message 'Change this Administrative Entity to an Outlet?' Select 'Yes' to change the administrative entity to an outlet. Select 'No' to cancel the structure change.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity.' The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage of Outlet (if the outlet type code is CE or BR), and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

➢   **Merge Two or more Administrative Entities**

        To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Structure Change' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All centrals, branches, and bookmobiles are carried over to the new administrative entity record.   The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

        Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Please be sure that the record with no match in the current year (that you are working on) is one of you selections.

You will then receive the message 'Do you want to carry over one of the Administrative Entities?' If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*
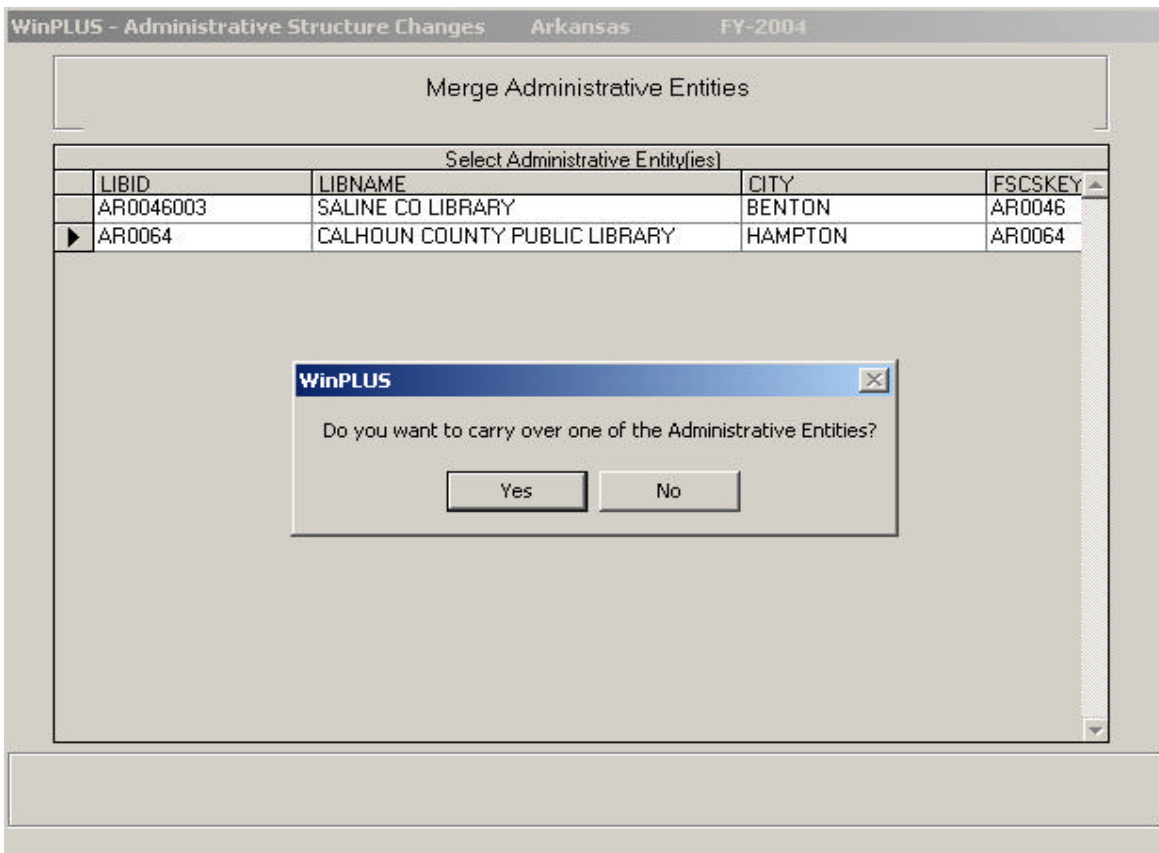
The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank for you to fill in the new information.

➢ **Delete Closed Administrative Entity**

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Structure Change' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored.)

The next screen asks 'Do you want to delete this Administrative Entity and all of its Outlets?'

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

Note: If an administrative entity did not report any data this year but did not close or merge with another entity, please retain it on the file and enter –1 for the data elements.

➢ **Delete Incorrect Record**

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Structure Change' menu and select 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored.)

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

Note: If an administrative entity did not report any data this year but did not close or merge with another entity, please retain it on the file and enter –1 for the data elements.

➢ **Retain Prior-Year Record**

This option allows the user to retain the prior-year data when a prior-year record is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Administrative Structure Change' menu and then choose 'Continue' to retain the prior-year record. The program will automatically resume processing the next import file structure change.

OUTLET STRUCTURE CHANGES DURING MATCHING ROUTINE

An 'Outlet Structure Change' menu with several options is automatically displayed if one or more records from the outlet import file are not matched to the prior-year file. These options will vary depending on the type of match found. The options are described below.

1. DATA FOUND IN CURRENT YEAR – NO MATCH IN PRIOR YEAR

When data are found in the outlet import file, but no match is found in the prior-year file, three types of structure changes are available: add a new outlet, restore a previously deleted outlet, or delete the record from import.

➢ **Add New Outlet**

To add a completely new outlet record, select 'Add New Outlet' from the 'Outlet Structure Change' menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet.'

Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Add Complete'.

WinPLUS assigns the new outlet an FSCS ID#. The number assigned is the same as the administrative entity to which the outlet was added, with the addition of a three-digit suffix to uniquely identify the new outlet.

➢   **Restore Previously Deleted Outlet**

      To restore a previously deleted outlet, select 'Restore Previously Deleted Outlet' from the 'Outlet Structure Change' menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

WinPLUS - Outlet Structure Changes	Arkansas	FY-2004	

Restore Outlet record

Select an Outlet to Restore

	FSCS	LIBID	LIBNAME	CITY
	AR0012	AR012	ARKANSAS RIVER VALLEY REC	DARDANELLE
	AR0012	AR012-002	ARKANSAS RIVER VALLEY REC	DARDANELLE
	AR0019	AR019-004	BRADFORD PUBLIC LIBRARY	BRADFORD
	AR0010	AR010-006	BRADLEY PUBLIC LIBRARY	BRADLEY
	AR0046	AR005-004	BRYANT BRANCH LIBRARY	BRYANT
▶	AR0003	AR003-014	BULL SHOALS LIBRARY	BULL SHOALS
	AR0005	AR005-007	CARTHAGE BRANCH LIBRARY	CARTHAGE
	AR0001	AR0001-013	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
	AR0001	AR001-008	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
	AR0024	AR024-005	CHERRY VALLEY PUBLIC LIBRA	CHERRY VALLEY
	AR0014	AR032-002	CHICOT COUNTY LIBRARY	LAKE VILLAGE
	AR0063	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
	AR0010	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
	AR0036	AR036-002	CLEVELAND COUNTY LIBRARY	RISON
	AR0010	AR010-003	CLOC REGIONAL LIBRARY	MAGNOLIA
	AR0039	AR003-003	COLLEGE BRANCH LIBRARY	MOUNTAIN HOME
	AR0010	AR010-013	COLUMBIA COUNTY PUBLIC LIE	MAGNOLIA
	AR0045	AR0045-002	DECATUR PUBLIC LIBRARY	DECATUR

Restore   Cancel

      Select the outlet that will be restored by clicking on the gray box to the left of the names. _The entire row must be highlighted._ Please select the outlet record that you have been working with in the match. Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Change' menu'. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' menu is then displayed.

➢ **Delete Record from Import**

This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. When 'Delete Record from Import' is selected, the record is not imported into the file, but the original record is still in the import file. Select 'Delete Record from Import' from the 'Outlet Structure Change' menu and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

2. DATA FOUND IN PRIOR YEAR – NO MATCH IN CURRENT YEAR

When data are found in the prior-year file, but a match is not found in the outlet import file, five types of structure changes are available: move outlet to its own (newly created) administrative entity, merge two or more outlets, delete a closed outlet, delete an incorrect record, or retain the prior-year record.

> **Move Outlet to its Own (Newly Created) Administrative Entity**

To move an outlet record to a newly created administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Change' menu. The outlet that changed to an administrative entity is tracked in the historical database under its old FSCS ID# and the new FSCS ID#. The following screen is displayed.

         If you select 'Yes', the 'Move Outlet to Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.

> **Merge Two or more Outlets**

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.

Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Please be sure that one of your selections is the outlet record that has no match in the current year. If you select 'Continue' to proceed with the merge, a message will ask 'Do you want to carry over one of the outlets?'
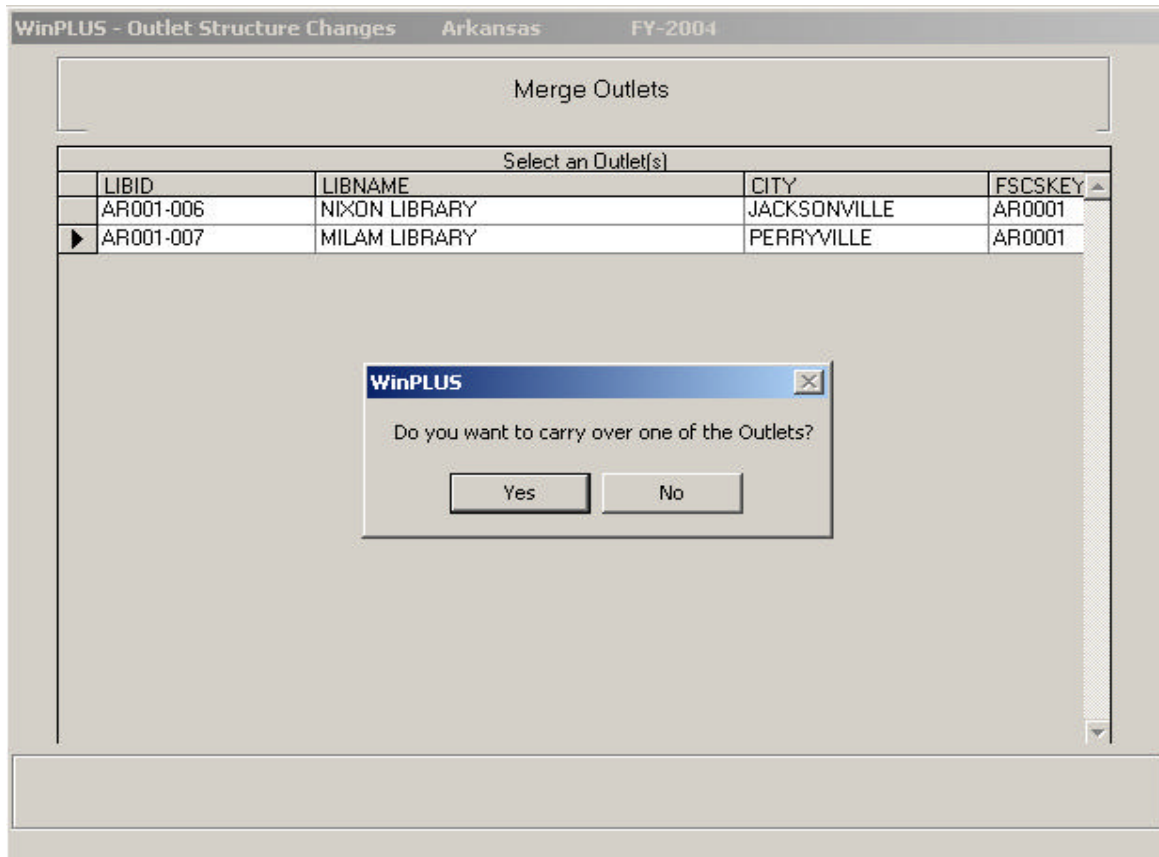
If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter any missing data for the newly merged outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Change' menu.

➢ **Delete Closed Outlet**

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Change' menu and select 'Continue'. Select 'Yes' to delete the closed outlet, or 'No' to return to the 'Outlet Structure Change' menu. If you choose 'Yes', the closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored.)

Note: If an outlet closes temporarily, the user should:

1. Delete the closed outlet from the file using the 'Delete Closed Outlet' option from the 'Outlet Structure Change' menu.

2. When the outlet reopens, restore it using the 'Restore Previously Deleted Outlet' option from the 'Outlet Structure Change' menu.

Note: If an outlet did not report any data this year but did not close or merge with another outlet, please retain it on the file and enter –1 for the data elements.

➢ **Delete Incorrect Record**

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Change' menu. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'

Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change.

Note: If an outlet did not report any data this year but did not close or merge with another outlet, please retain it on the file and enter –1 for the data elements.

➢ **Retain Prior Year Record**

This option allows the user to keep the prior-year data for a record that is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Outlet Structure Change' menu and then choose 'Continue' to retain the prior-year record.

5.4 Report of Mismatched Records

After completion of data entry (by import or keyboard), the user should select 'Report of Mismatched Records' from the WinPLUS Main Menu to generate a report of prior-year administrative entity records (FY 2003 file) that do not match (on FSCS ID#) current-year records (FY 2004 file). These mismatches should have been resolved by either deletions, closings, merges, or changes from administrative entities to outlets. The user should review this list for accuracy. A sample report is displayed below:
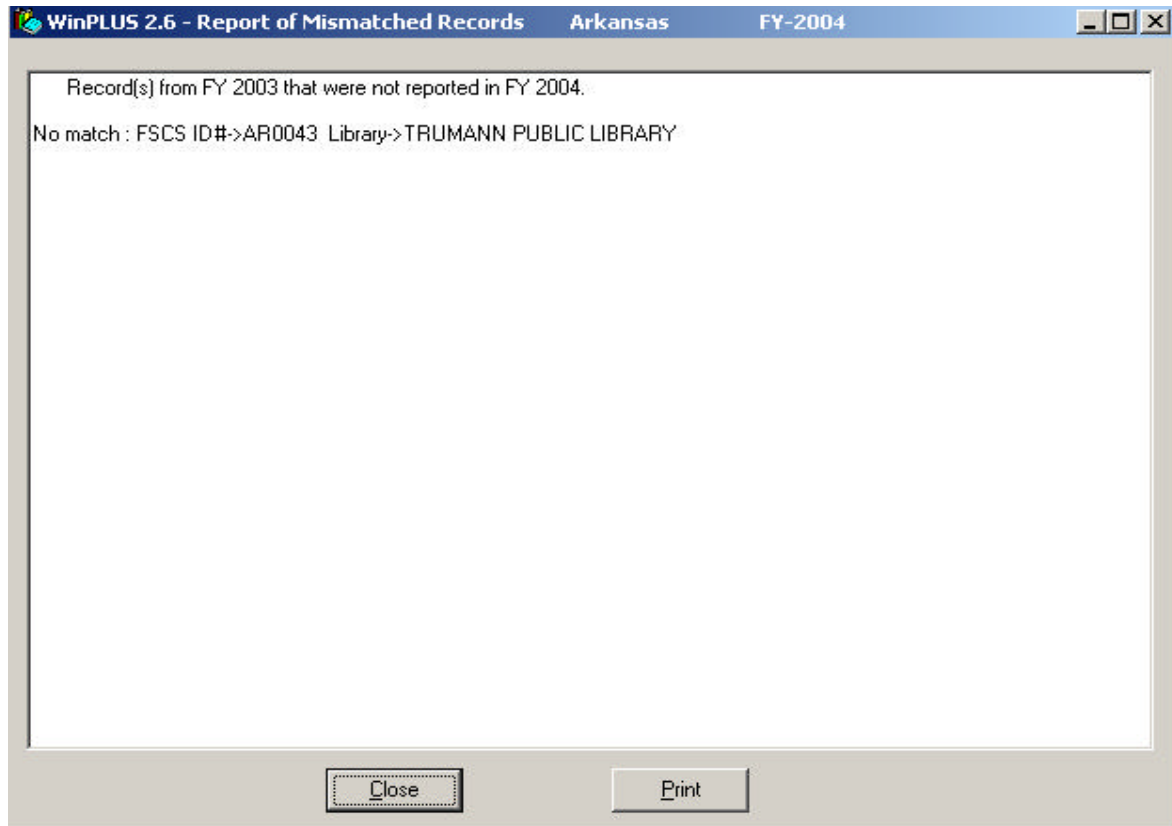
Choose 'Print' to print the report. Choose 'Close' to return to the WinPLUS Main Menu.

5.5 View/Update Administrative Entity or Outlet Records

This function is used to view _existing_ administrative entity and outlet records, or to make changes to these records through keyboard data entry.

5.5.1 Keyboard and Function Keys for View/Update Records

5.5.1.1 Keyboard Keys. WinPLUS allows the use of the following keyboard keys during data entry to view/update records:

<Enter> or <Tab>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

5.5.1.2 Function Keys. The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute WinPLUS commands when the user is viewing or updating administrative entities or outlets.

<F1> Help	Displays the definition for a data element while on the data field. Select <Esc> to exit the definition.
<F2> Sort By	Sorts by Name, LIB ID, FSCS ID, or City.
<F3> Outlets	Displays the outlet(s) affiliated with the administrative entity.
<F4> Structure Changes	Opens the Structure Change menu.
<F5> Save Work	Saves the current record to the hard disk.
<F6> Outlet Retrieval List	Displays the Outlet Retrieval List.
<F7> Edit Check	Runs edit checks on the current record.
<F8> Cancel Changes	Cancels unsaved changes to the current record.
<F9> Previous Record	Moves to the previous record.
<F11> Next Record	Moves to the next record.
<CTRL><P>	Prints the current record.
<CTRL><R>	Replicates the administrative.
<CTRL><T>	Re-totals the administrative entity total fields.
<CTRL><X>	Exits the current record and returns to the WinPLUS Main Menu.

5.5.1.3 Menus

You can move around in WinPLUS by clicking with your mouse, or by using the <TAB> or <ENTER> key. Use the menu choices (File, Edit, View, and Help) at the top of your screen to do specific activities in 'View/Update Administrative Entity or Outlet Records'.

5.5.2 View/Update Administrative Entity Records

To view administrative entity or outlet records, or to make changes to these records through keyboard data entry, select WinPLUS Main Menu option 'View/Update Administrative or Outlet Records'. Each administrative entity record consists of three data entry screens. The top of each screen displays the entity's LIB ID, library name, FSCS ID, and City, for easy identification. Page 1 displays data elements 1 through 29.

Use the 'Enter' and 'Tab' keys to move from field to field on the data entry screen. When data are entered in the last field of the first and second screens, the cursor moves to the next screen. The user can move from screen to screen of the current administrative entity using the 'Previous Page' and 'Next Page' keys at the bottom of the screen, or the 'Page Up' and 'Page Down' keys. Save changes by choosing the 'Save Work' or 'Exit' keys. To cancel the changes prior to saving, select 'Cancel Changes'.

The user can move among different administrative entities by using the "Navigate Records" arrows at the bottom of the screen or the <F9> and <F11> function keys. Note that pressing <F9>, <F11>, or the "Navigate Records" arrows will also save the current record.

When the user selects 'Next Page', page 2 is opened, displaying data elements 30 through 56.

When 'Next Page' is selected again, page 3 is opened, displaying data elements 57 through 69.

To access administrative entity records by LIB ID, FSCS ID, Name, or City, use the drop-down boxes attached to these data elements to select the desired entity. The FSCS ID drop-down box is displayed below:

Drop-down boxes are also included on page 1 for Interlibrary Relationship Code, Legal Basis Code, Administrative Structure Code, FSCS Public Library Definition, Geographic Code, and Legal Service Area Boundary Change. The drop-down box for FSCS Public Library Definition is displayed below.

Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the administrative entity under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' window is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1. This Administrative Entity has officially changed its Name.
2. This is the preferred spelling of the Name.

The choices for a change in the street address are:

1. This Administrative Entity has moved to a new location.
2. This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Administrative Entity Structure Changes' option on the WinPLUS Main Menu (see Section 5.6). (The structure change can also be made via the 'Structure Changes' button at the bottom of the administrative entity screen.) If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

5.5.3   View/Update Outlet Records

Outlets can also be accessed from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. *Outlets of the current administrative entity* are displayed via the <F3> function key; by selecting 'View', then 'Outlet' from the menu bar at the top of the screen; or by selecting the 'View Outlet' button at the bottom of the administrative entity screen. (Repeat your selection to deselect it.) *All outlets for your state* are displayed via the <F6> function key, or by selecting 'View', then 'Outlet Retrieval List' from the menu bar. The user can scroll down the list to choose an outlet. While the list is visible, select the outlet that you would like to view/update and then select 'Enter'. An outlet screen is shown below:

On the outlet screen, the LIB ID and 'Select Affiliated Outlet' items have drop-down boxes that allow the user to move from one outlet to another outlet of the same administrative entity. The drop-down box for LIBID on the outlet screen is displayed below:

Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the outlet under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1.   This Outlet had officially changed its Name.
2.   This is the preferred spelling of the Name.

The choices for a change in the street address are:

1.   This Outlet has moved to a new location.
2.   This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Outlet Structure Changes' option on the WinPLUS Main Menu (see Section 5.7). (The structure change can also be made via the 'Structure Changes' button at the bottom of the outlet screen.) If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

5.5.4 Edit Checking During View/Update Records

During View/Update, interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances.   WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" and is used for these items only**:** • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

5.6   Administrative Entity Structure Changes

This option allows the user to add new administrative entities, delete closed administrative entities, merge two or more administrative entities, change an administrative entities into an outlet of another entity, restore previous deletions, and delete incorrect records. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

5.6.1   Edit Checking During Administrative Entity Structure Changes

During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only</u>**:** • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendix E.

Administrative Entity Structure Change Menu

To access the 'Administrative Entity Structure Change' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.
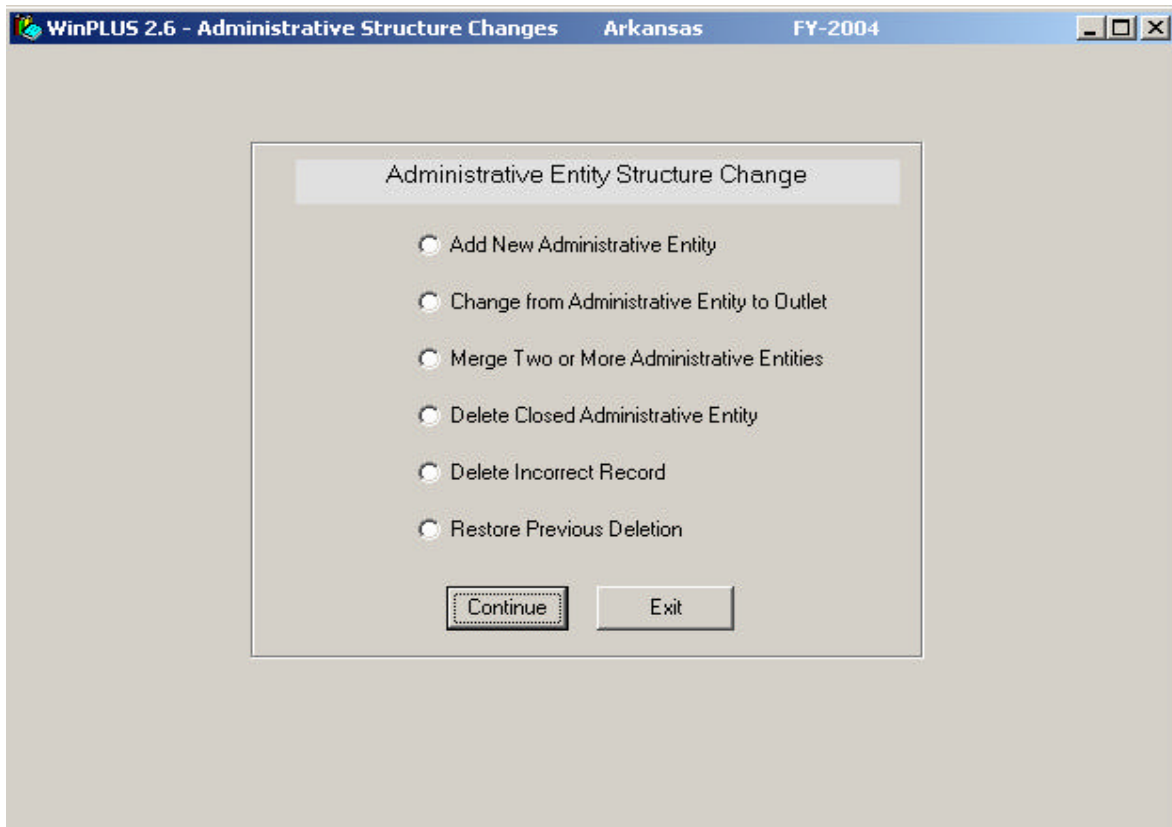
5.6.2   Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Change' menu.   When you select 'Continue', the 'Add new Administrative Entity' data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#.   WinPLUS automatically generates the FSCS ID#.

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, etc.

Select 'Save Now' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

5.6.3   Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Change' menu. The administrative entity that changed to an outlet is tracked in the historical database under the old FSCS ID# and the new outlet's FSCS ID#.

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Change to Outlet' to continue.

         You will receive the message 'Change this Administrative Entity to an Outlet?' Select 'Yes' to change the administrative entity to an outlet. Select 'No' to cancel the structure change.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet.' Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage of Outlet (if the outlet type code is CE or BR), and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Change' menu, and select 'Continue'. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All centrals, branches, and bookmobiles are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

You will then receive the message 'Do you want to carry over one of the Administrative Entities?'

If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Change' menu.

5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted*. Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

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Restore Administrative Entity record

1A FSCS: AR0045

Identification

01 LIBID: AR0045   02 Name: DECATUR PUBLIC LIBRARY

Street Address   Mailing Address

03 Address: P.O. BOX 247 (249 S. MAIN)   07 Address: -2

04 City: DECATUR   08 City: -2

05 ZIP: 72722   06 ZIP+4: 0247   09 ZIP: -2   10 ZIP+4: -1

11 County: BENTON

12 Phone: 501-752-7323   13 Web Address: http:// -2

14 Interlib. Rel.: NO   17 FSCS PL: N

15 Legal Basis: CI   18 Geo.: CI1

16 Admin.: SO   19 Boundary Change: N

Cancel Restore   Save Now   Cancel Changes   Exit

The historical database only restores data for data elements 1 through 12 and 14 through 19. Enter the data for the remaining items via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'.   Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.

5.7   Outlet Structure Changes

This option allows the user to add a new outlet, delete a closed outlet, merge two or more outlets, move an outlet to a different administrative entity, move an outlet to its own (newly created) administrative entity, delete an incorrect record, and restore a previous deletion. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

5.7.1   Edit Checking During Outlet Structure Changes

During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Outlet Type Code and Metropolitan Status Code, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances.   WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now**."**
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only</u>**:** • Phone (use only if library has no phone) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Outlet Type Code = CE, BR, BS, or BM). See appendix F.

Outlet Structure Change Menu

To access the 'Outlet Structure Change' menu, select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the options for structure changes to outlet records.
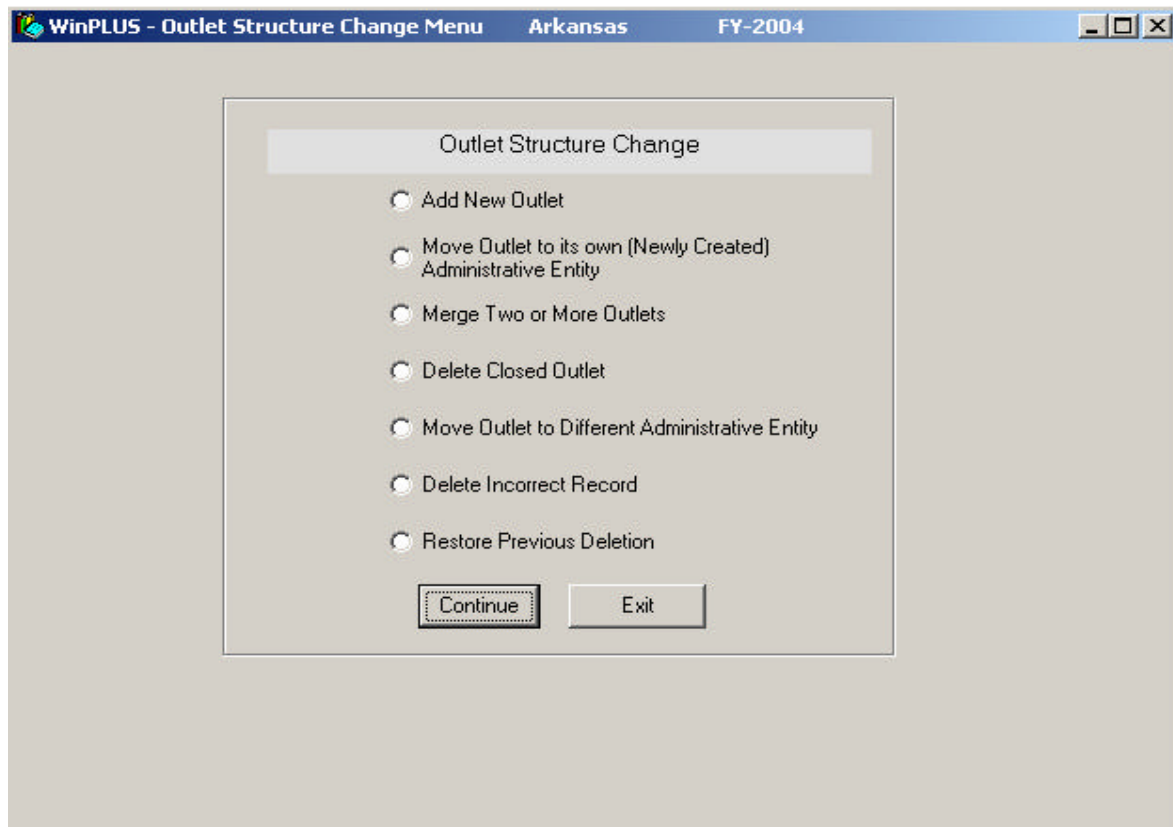
5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Change' menu. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.
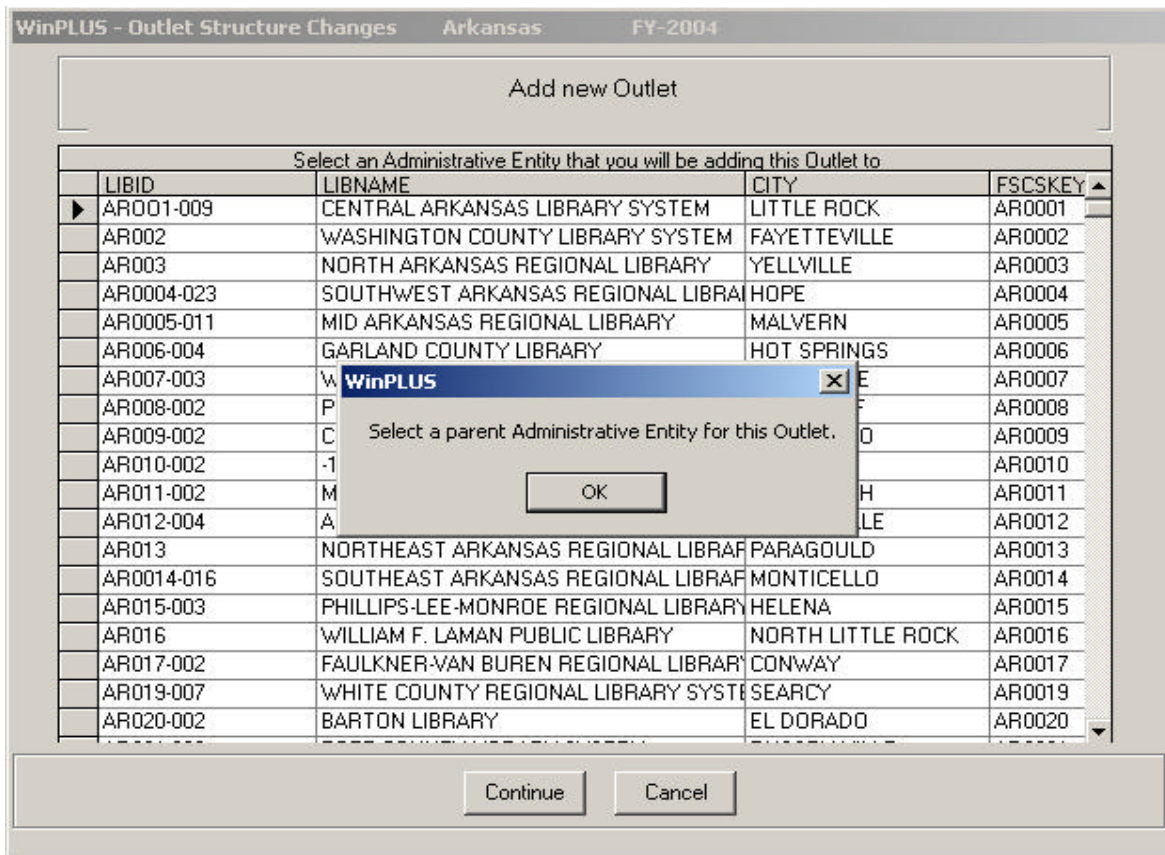
Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 12 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

5.7.3   Move Outlet to its Own (Newly Created) Administrative Entity

To move an outlet to its own (newly created) administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Change' menu and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)

	LIBID	LIBNAME	CITY	FSCSKEY
	AR001-004	ADOLPHINE F. TERRY BRANCH LIBRARY	LITTLE ROCK	AR0001
	AR0001-010	AEROSPACE LIBRARY	LITTLE ROCK	AR0001
	AR0048-001	ALMA PUBLIC LIBRARY	ALMA	AR0048
	AR0008-007	ALTHEIMER PUBLIC LIBRARY	ALTHEIMER	AR0008
	AR001-005	AMY SANDERS BRANCH LIBRARY	SHERWOOD	AR0001
	AR014-006	ARKANSAS CITY BRANCH LIBRARY	ARKANSAS CITY	AR0014
	AR033-002	ARKANSAS COUNTY LIBRARY	STUTTGART	AR0042
▶	AR012-004	ARKANSAS RIVER VALLEY REGIONAL LIBRA	DARDANELLE	AR0012
	AR022-003	ARLENE CHERRY MEMORIAL LIBRARY	CABOT	AR0041
	AR004-011	ASHDOWN COMMUNITY LIBRARY	ASHDOWN	AR0004
	AR026-003	ASHLEY COUNTY LIBRARY	HAMBURG	AR0026
	AR021-003	ATKINS PUBLIC LIBRARY	ATKINS	AR0021
	AR019-002	BALD KNOB PUBLIC LIBRARY	BALD KNOB	AR0019
	AR019-005	BALDWIN MEMORIAL LIBRARY	JUDSONIA	AR0019
	AR020-002	BARTON LIBRARY	EL DORADO	AR0020
	AR0039-004	BAXTER COUNTY LIBRARY	MOUNTAIN HOME	AR0039
	AR010-010	BEARDEN PUBLIC LIBRARY	BEARDEN	AR0063
	AR019-003	BEEBE PUBLIC LIBRARY	BEEBE	AR0019
	AR0044-002	BELLA VISTA PUBLIC LIBRARY	BELLA VISTA	AR0044
	AR038-002	BENTONVILLE PUBLIC LIBRARY	BENTONVILLE	AR0038
	AR0049-001	BERRYVILLE PUBLIC LIBRARY	BERRYVILLE	AR0049

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Select Outlet(s)

Move to New Entity   Cancel

A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Move to New Entity' to continue with the structure change. The following message will be displayed: 'Move This Outlet to a New Administrative Entity?' Select 'Yes' to continue.

If you select 'Yes', the 'Move Outlet to a Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.

5.7.4   Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.)

Next, you will be prompted to 'Select two or more Outlets to be Merged.' from a list of all outlets.

Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted*. Select 'Continue' to proceed with the merge, or 'Cancel' to cancel the structure change.
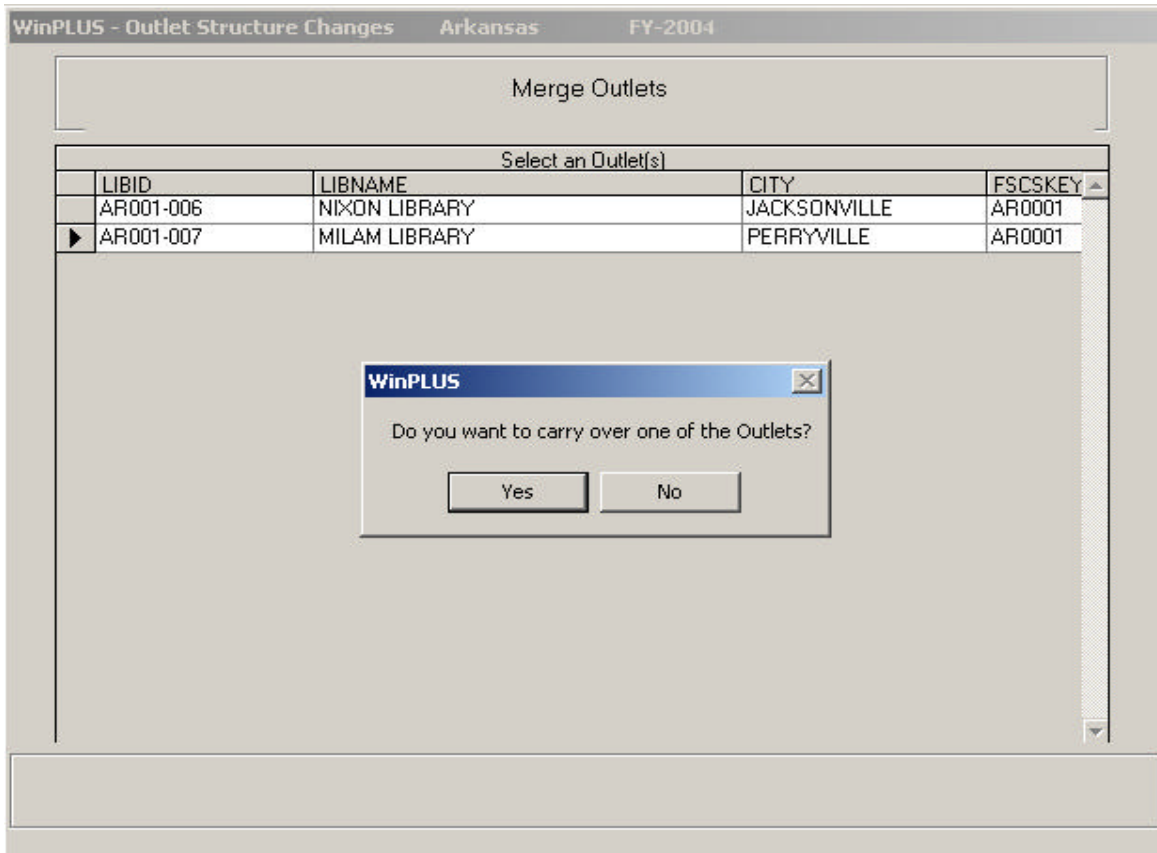
If you continue, a message will ask 'Do you want to carry over one of the outlets?' If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Change' menu.

5.7.5   Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next a list of all outlets is displayed.

Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed or 'Cancel' to cancel the structure change.

      If you select 'Delete Outlet', a window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Change' menu.

Note: If an outlet closes temporarily, the user should:

1. Delete the closed outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change' menu.

2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change' menu.

5.7.6   Outlet Moves to Different Administrative Entity

To move an outlet to a different administrative entity, select 'Move Outlet to Different Administrative Entity' from the 'Outlet Structure Change' menu. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

Next, a window listing all outlets is displayed.

Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Move to Different Entity' to proceed, or 'Cancel' to cancel the structure change.

Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Change' menu. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change, or 'Cancel' to cancel the structure change.

If you select 'Delete Outlet', a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to confirm the deletion, or 'No' to cancel the structure change and return to the 'Outlet Structure Change' menu.

5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

FSCS	LIBID	LIBNAME	CITY
AR0012	AR012	ARKANSAS RIVER VALLEY REG	DARDANELLE
AR0012	AR012-002	ARKANSAS RIVER VALLEY REG	DARDANELLE
AR0019	AR019-004	BRADFORD PUBLIC LIBRARY	BRADFORD
AR0010	AR010-006	BRADLEY PUBLIC LIBRARY	BRADLEY
AR0046	AR005-004	BRYANT BRANCH LIBRARY	BRYANT
AR0003	AR003-014	BULL SHOALS LIBRARY	BULL SHOALS
AR0005	AR005-007	CARTHAGE BRANCH LIBRARY	CARTHAGE
AR0001	AR0001-013	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
AR0001	AR001-008	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
AR0024	AR024-005	CHERRY VALLEY PUBLIC LIBRA	CHERRY VALLEY
AR0014	AR032-002	CHICOT COUNTY LIBRARY	LAKE VILLAGE
AR0063	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
AR0010	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
AR0036	AR036-002	CLEVELAND COUNTY LIBRARY	RISON
AR0010	AR010-003	CLOC REGIONAL LIBRARY	MAGNOLIA
AR0039	AR003-003	COLLEGE BRANCH LIBRARY	MOUNTAIN HOME
AR0010	AR010-013	COLUMBIA COUNTY PUBLIC LIB	MAGNOLIA
AR0045	AR0045-002	DECATUR PUBLIC LIBRARY	DECATUR

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Restore Outlet record

Select an Outlet to Restore

[Restore]   [Cancel]

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change or 'Cancel' to cancel the structure change.

If you select 'Restore', a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Change' menu. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' Menu is then displayed.

5.8   Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. The edit report (displayed on the next page) includes:

- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and

- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report <u>before</u> annotating the edit report using WinPLUS!**
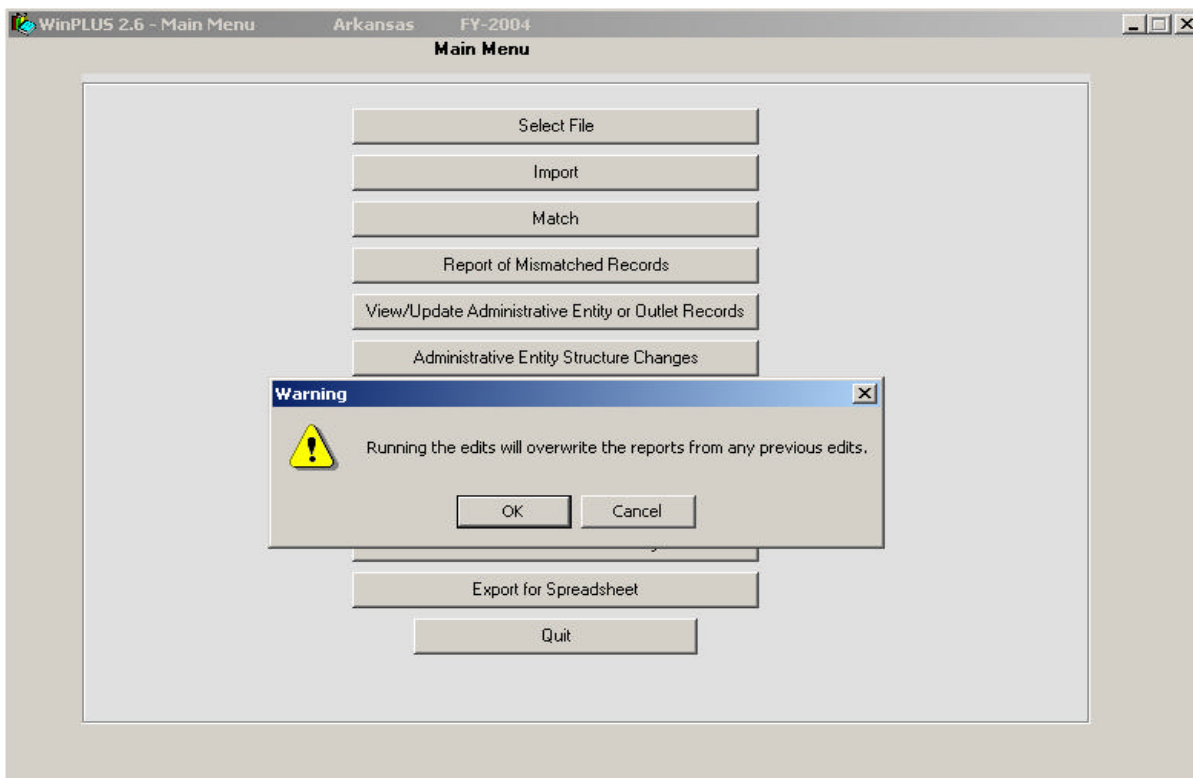
Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report (shown below) is saved as a text file called EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name). After running the edit checks, you can 'Print' or 'Save' the report.

5.8.1 Current-Year Edit Checks

The current-year edit checks (see Appendix G—Current-Year Edit Checks) are performed for administrative entities and outlets, and include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week greater than 75'). An edit message is generated if the values for a data element fall outside the range.

- 'Relational edits' (e.g., 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.

- 'Arithmetic edits' (e.g., 'Total Operating Revenue is reported and does not equal to the sum of the detail.' An edit message is generated if the detail does not equal the reported total.

5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical edit check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

5.9   View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. Note: The annotations can be made (1) in WinPLUS via Main Menu option 'View/Annotate Edit Report', (2) in Word or another word processing package, or (3) by hand.

❖ ***To annotate the final edit report using WinPLUS,*** select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. <u>This option applies only to users who plan to annotate the edit report in WinPLUS</u>. **(See important note below about this option!)**

NOTE: IMPORTANT!

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.

- Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum_XX.rpt), 'Library ID' version (EditsByLibID_XX.rpt), or 'Library Name' version (EditsByName_XX.rpt). **ANNOTATE ONLY ONE VERSION.**

- **DO NOT re-run the edit checks after you begin annotating!** <u>If you do, the edit report file will be overwritten, and all annotations will be lost</u>!

❖ ***To annotate the edit report in Word or another word processing package, or by hand,*** you should proceed with annotations by these methods after generating the final edit report from WinPLUS Main Menu option **'**Edit Checks (Current-Year and Historical)**'**. The edit report is saved as a text file called EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name) that can be opened in Word, for example, for annotations.

5.10   Create Tables and State Summary Data

Select the option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

5.10.1 Single Library Tables

Select the 'Create Tables and State Summary Data' option from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of revenue by source.

1.   Population Served by State
2.   Number and Type of Outlets
3.   Number and Type of Staff
4.   Population of LSA and Number of FTE Staff
5.   Amount and Percent of Revenue, by Source
6.   Revenue and Per Capita Revenue, by Source
7.   Expenditures and Percent of Expenditures, by Type
8.   Staff Expenditures
9.   Capital Expenditures
10. Public Service Hours
11. Annual Library Visits and Reference Transactions
12. Circulation and Loan Transactions
13. Circulation of Children's Materials and Program Attendance
14. Electronic Materials and Expenditures
15. Print Materials and Expenditures
16. Other Materials and Expenditures

Table 1 is shown below:

WinPLUS 2.6 - Reports   Arkansas   FY-2004

File Reports

Table 1 - Public libraries in Arkansas by population of legal service area: 2004

Library Name	Total population of legal service area
-1	25,600
ARKANSAS COUNTY LIBRARY	20,749
ARKANSAS RIVER VALLEY REGIONAL LIBRARY	84,177
ASHLEY COUNTY LIBRARY	24,209
BARTON LIBRARY	45,629
BAXTER COUNTY LIBRARY	38,386
BELLA VISTA PUBLIC LIBRARY	16,582
BELLA VISTA PUBLIC LIBRARY	-2
BENTONVILLE PUBLIC LIBRARY	19,691
BOONE COUNTY LIBRARY	33,948
CALHOUN COUNTY PUBLIC LIBRARY	-2
CARROLL AND MADISON LIBRARY SYSTEM	39,600
CENTRAL ARKANSAS LIBRARY SYSTEM	311,250
CLARK COUNTY LIBRARY	23,546
CONWAY COUNTY LIBRARY	20,336
CRAWFORD COUNTY LIBRARY SYSTEM	53,247
CROWLEY RIDGE REGIONAL	100,873
EAST CENTRAL ARKANSAS REGIONAL LIBRARY	28,267
FAULKNER-VAN BUREN REGIONAL LIBRARY	102,266
FORREST CITY PUBLIC LIBRARY	14,774
GARLAND COUNTY LIBRARY	88,068
JACKSON COUNTY LIBRARY	18,418
LAFAYETTE COUNTY LIBRARY	8,559
LAWRENCE COUNTY LIBRARY	17,774
LONOKE/PRAIRIE CO. REGIONAL LIB. SYSTEM	62,367
M	80,268
MID ARKANSAS REGIONAL LIBRARY	64,588
MISSISSIPPI/CRITTENDEN REGIONAL LIBRARY	75,179
MONTGOMERY COUNTY LIBRARY	9,245
NEWTON COUNTY	8,608
NORTH ARKANSAS REGIONAL LIBRARY	24,401
NORTHEAST ARKANSAS REGIONAL LIBRARY	73,135
PHILLIPS-LEE-MONROE REGIONAL LIBRARY SYSTEM	49,279
PINE BLUFF JEFFERSON COUNTY LIBRARY SYSTEM	84,278
POPE COUNTY LIBRARY SYSTEM	-1
PUBLIC LIBRARY OF CAMDEN & OUACHITA COUNTY	28,790
ROGERS PUBLIC LIBRARY	38,829
SALINE COUNTY LIBRARY	-2
SCOTT SEBASTIAN REGIONAL LIBRARY	0
SOUTHEAST ARKANSAS REGIONAL LIBRARY	75,273
SOUTHWEST ARKANSAS REGIONAL LIBRARY	108,759
TEXARKANA PUBLIC LIBRARY	61,280
TRUMANN LIBRARY	6,889
WASHINGTON COUNTY LIBRARY SYSTEM	-2
WEST MEMPHIS PUBLIC LIBRARY	27,666
WHITE COUNTY REGIONAL LIBRARY SYSTEM	67,165
WHITE RIVER REGIONAL LIBRARY	111,768
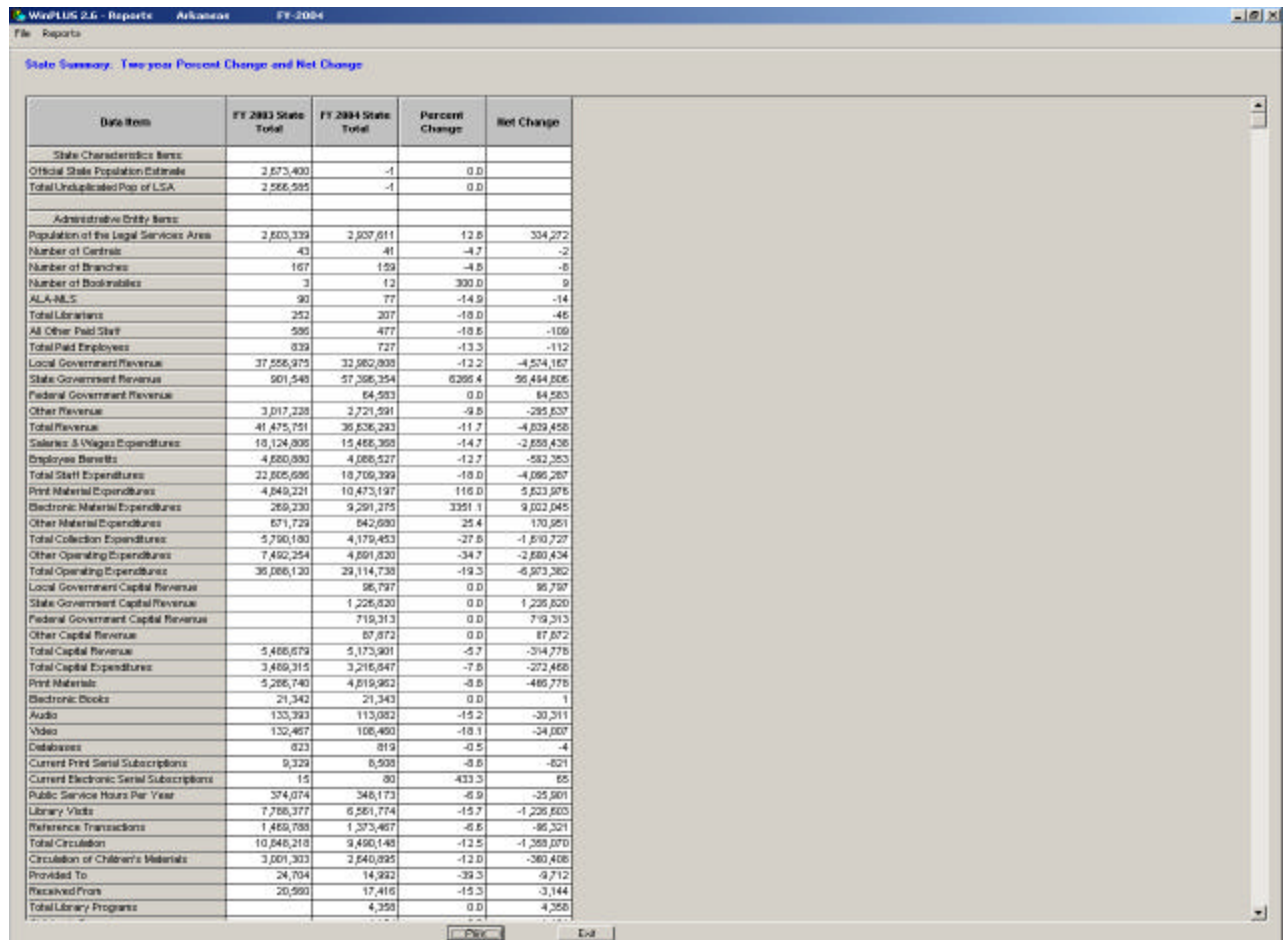
<< >>   Print   Exit

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.2   State Summary: 2-Year Percent Change and Net Change

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.

The table is shown below:

Data Item	FY 2003 State Total	FY 2004 State Total	Percent Change	Net Change
State Characteristics Items:				
Official State Population Estimate	2,673,400	-1	0.0	
Total Unduplicated Pop of LSA	2,586,585	-1	0.0	
Administrative Entity Items:				
Population of the Legal Services Area	2,603,339	2,937,611	12.8	334,272
Number of Centrals	43	41	-4.7	-2
Number of Branches	167	159	-4.8	-8
Number of Bookmobiles	3	12	300.0	9
ALA-MLS	90	77	-14.9	-14
Total Librarians	252	207	-18.0	-45
All Other Paid Staff	586	477	-18.6	-109
Total Paid Employees	839	727	-13.3	-112
Local Government Revenue	37,556,975	32,982,808	-12.2	-4,574,167
State Government Revenue	901,548	57,386,354	6266.4	56,484,806
Federal Government Revenue		64,583	0.0	64,583
Other Revenue	3,017,238	2,721,591	-9.8	-295,637
Total Revenue	41,475,751	36,636,293	-11.7	-4,839,458
Salaries & Wages Expenditures	18,124,806	15,466,368	-14.7	-2,658,438
Employee Benefits	4,680,880	4,088,527	-12.7	-592,353
Total Staff Expenditures	22,805,686	18,709,399	-18.0	-4,096,287
Print Material Expenditures	4,849,221	10,473,197	116.0	5,623,976
Electronic Material Expenditures	269,230	9,291,275	3351.1	9,022,045
Other Material Expenditures	671,729	842,680	25.4	170,951
Total Collection Expenditures	5,790,180	4,179,453	-27.8	-1,610,727
Other Operating Expenditures	7,492,254	4,891,820	-34.7	-2,600,434
Total Operating Expenditures	36,088,120	29,114,738	-19.3	-6,973,382
Local Government Capital Revenue		96,797	0.0	96,797
State Government Capital Revenue		1,226,820	0.0	1,226,820
Federal Government Capital Revenue		719,313	0.0	719,313
Other Capital Revenue		87,872	0.0	87,872
Total Capital Revenue	5,488,679	5,173,901	-5.7	-314,778
Total Capital Expenditures	3,489,315	3,216,847	-7.8	-272,468
Print Materials	5,286,740	4,819,962	-8.8	-466,778
Electronic Books	21,342	21,343	0.0	1
Audio	133,393	113,082	-15.2	-30,311
Video	132,467	108,460	-18.1	-24,007
Databases	823	819	-0.5	-4
Current Print Serial Subscriptions	9,329	8,508	-8.8	-821
Current Electronic Serial Subscriptions	15	80	433.3	65
Public Service Hours Per Year	374,074	348,173	-6.9	-25,901
Library Visits	7,788,377	6,561,774	-15.7	-1,226,603
Reference Transactions	1,459,788	1,373,467	-5.8	-86,321
Total Circulation	10,848,218	9,490,148	-12.5	-1,358,070
Circulation of Children's Materials	3,001,303	2,640,895	-12.0	-360,408
Provided To	24,704	14,992	-39.3	-9,712
Received From	20,560	17,416	-15.3	-3,144
Total Library Programs		4,358	0.0	4,358

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

5.10.3   State Summary: 2-Year Response Rate Comparison

A table of 2-year response rates and their differences is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Response Rate Comparison'.

The table is shown below:

5.11   Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create five comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The five files (shown below) are current- and prior-year administrative entity files, current- and prior-year outlet files, and the state characteristics file.
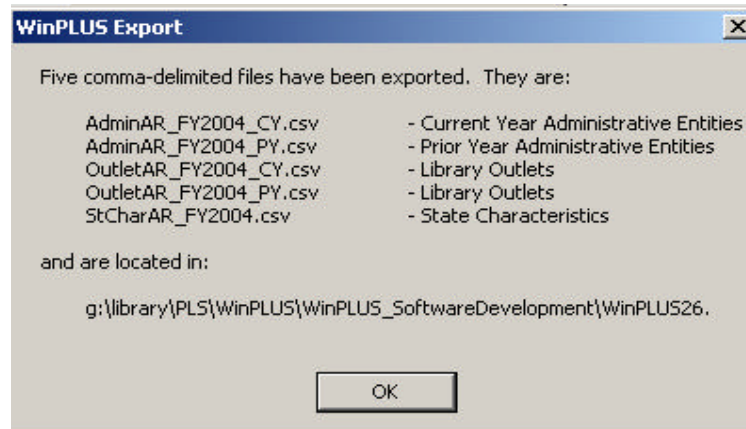
You can open the comma-delimited files in Excel. Note: You will need to reformat the columns for Phone, ZIP code, ZIP+4 code, Reporting Period Starting Date, and Reporting Period Ending Date, if you have any leading zeros. To do this, select the column, then 'Format', and then 'Cells'. Under 'Number', select the 'Category' called 'Custom' and in the 'Type:' field type in the requisite number of zeroes for the field size. This will place the missing zeroes in the column.

5.12   Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

Note: The 'Quit' button is also used to run the Non-response (–2) Report prior to submitting your final data (see next section).

6   PREPARE FILE FOR SUBMISSION

When your data are edited and final, run the 'Non-response (–2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu. This report lists the records (if any) that contain –2s in the administrative entity file and outlet file, along with the message (displayed below): 'ATTENTION: [#] items have no response. Your data file is NOT ready to be submitted.'   Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the –2s with valid data, and then proceed again with the 'Quit' option to verify that no –2s are on your files before submitting the data.
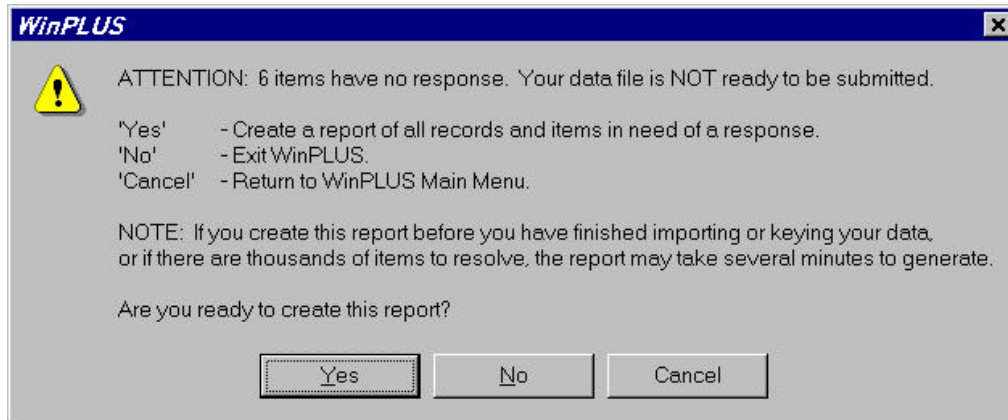
Note:

- No data file containing –2s will be accepted for submission to NCES.

- This option should be run even if you are zipping/FTPing your files to send to Census.

The user may view the 'Non-response (–2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. The following screen shows the 'Detail' view of records that contain –2 values. Items with –2s are listed in the column labeled 'Non-response'.
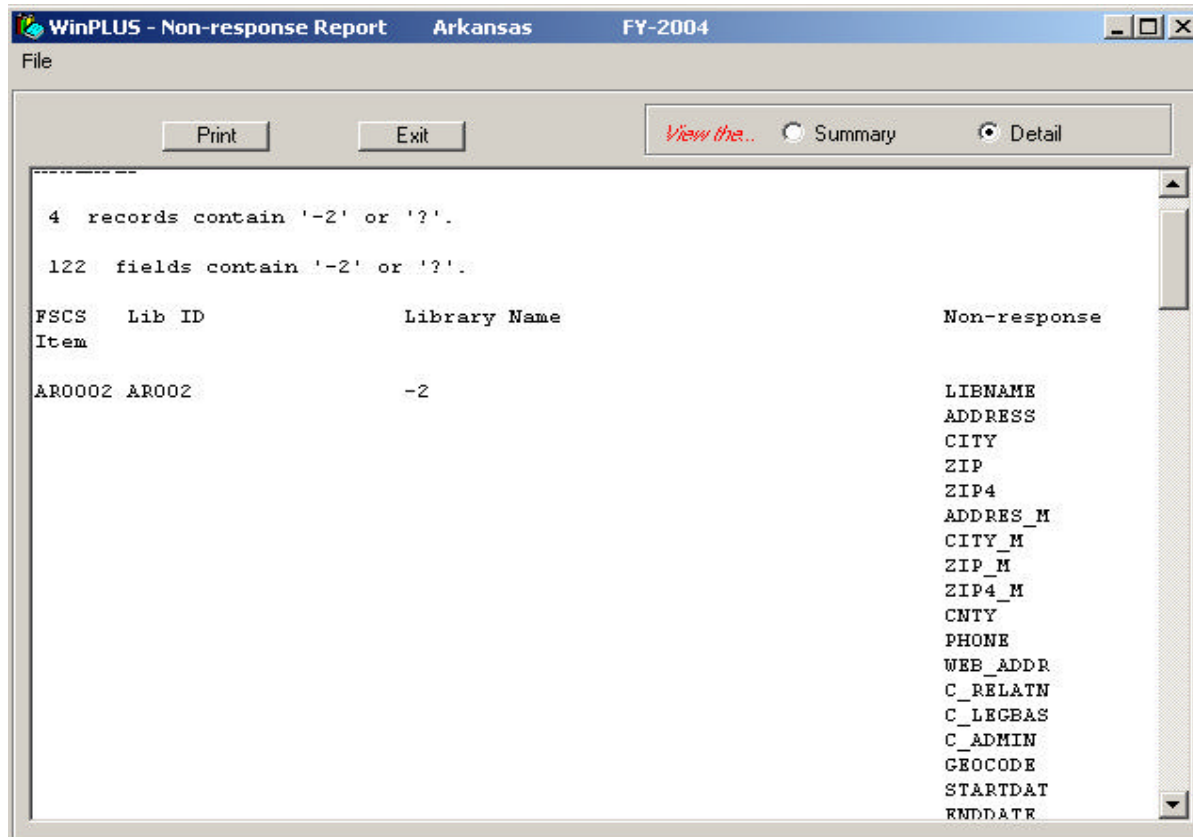
If your data file does not contain –2 values, the following screen will be displayed, providing instructions for submitting your data files.
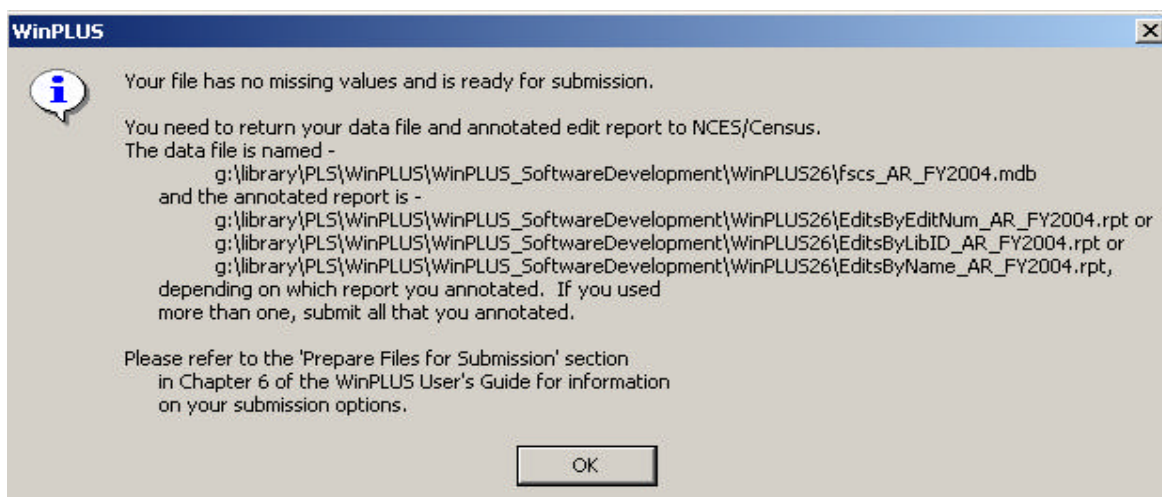
<u>**The following materials must be received for your data submission to be complete**</u>:

1. Your final, edited data file (**fscs_XX_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the reporting period ending year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**

2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report <u>before</u> annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.

3. The signed State Librarian Certification form. This form is included as Attachment E to the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hardesty at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

Mailing Instructions

States are encouraged to submit their data over the Internet by Web browser, File Transfer Protocol (FTP), or e-mail. Alternatively, the data can be submitted by regular mail. If you have any questions about these options (discussed below), please contact Cynthia Ramsey or Laura Hardesty at 1-800-451-6235 or via e-mail at govs.pls@census.gov.

<u>**Internet Submission.**</u> The following mailing options are available**:**

❖ **Data submission by Web browser or File Transfer Protocol (FTP).**

If you are using a Web browser, go to www.census.gov/govs/www/pls.html and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button to submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate). Note: <u>Only one file at a time can be sent by FTP</u>, so please follow the direction to send your data file and edit report separately.

If you are using a FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your email address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer the data file (fscs_XX_FYZZZZ.mdb) and the edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at 1-800-451-6235 or via e-mail at **govs.pls@census.gov**.

Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

❖ **Data submission by e-mail.** You may submit your data file (fscs_XX_FYZZZZ.mdb) and edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g., PKZIP, WINZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to govs.pls@census.gov. Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

Data Submission by Regular Mail. The following mailing options are available:

❖ **Federal Express and United Parcel Service (UPS) (overnight delivery).** If you choose one of these options, please be sure to send your complete submission to the following address:

> Cynthia Ramsey or Laura Hardesty
> U.S. Department of Commerce
> U.S. Census Bureau
> 8905 Presidential Parkway
> Washington Plaza, Bldg 2, Room 508
> Upper Marlboro, MD 20772
> Phone: (301) 763-1568

❖ **U.S. Postal Service (including Express Mail).** *The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this option, please be sure to send your complete submission to the following address:*

> Cynthia Ramsey or Laura Hardesty
> U.S. Department of Commerce
> U.S. Census Bureau
> Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** and let Census know you sent the file.

Appendix A—Troubleshooting

See the Trouble Shooting Guide on the Census PLS Web site at:
http://www.census.gov/govs/www/pls.html

PROBLEM: My problem was not addressed on the Census PLS Web site.

SOLUTION: For additional assistance, contact Cynthia Ramsey or Laura Hardesty at the U.S. Census Bureau:

Phone: 1-800-451-6235
Fax: (866) 394-0138
Email: govs.pls@census.gov

Appendix B—Administrative Entity Import File Specifications

Data Element Name (may be abbreviated on screen)	Data Field Width	Data Type/ Decimals	ASCII Start Position	Excel Column
LIB ID	20	Character	1	A
Name	60	Character	21	B
Street Address	35	Character	81	C
City	20	Character	116	D
ZIP	5	Character	136	E
ZIP4	4	Character	141	F
Mailing Address	35	Character	145	G
Mailing City	20	Character	180	H
Mailing Zip Code	5	Character	200	I
Mailing Zip+4 Code	4	Character	205	J
County	20	Character	209	K
Phone	10	Character	229	L
Web Address	80	Character	239	M
Interlibrary Relationship Code	2	Character	319	N
Legal Basis Code	2	Character	321	O
Administrative Structure Code	2	Character	323	P
FSCS Public Library Definition	1	Character	325	Q
Geographic Code	3	Character	326	R
Legal Service Area Boundary Change	1	Character	329	S
Reporting Period Starting Date	8	Character	330	T
Reporting Period Ending Date	8	Character	338	U
Population of the Legal Service Area	9	Numeric/0	346	V
Number of Central Libraries	3	Numeric/0	355	W
Number of Branch Libraries	3	Numeric/0	358	X
Number of Bookmobiles	3	Numeric/0	361	Y
ALA-MLS	9	Numeric/2	364	Z
Total Librarians	9	Numeric/2	373	AA
All Other Paid Staff	9	Numeric/2	382	AB
Total Paid Employees	10	Numeric/2	391	AC
Local Government Revenue	9	Numeric/0	401	AD
State Government Revenue	9	Numeric/0	410	AE
Federal Government Revenue	9	Numeric/0	419	AF
Other Revenue	9	Numeric/0	428	AG
Total Revenue	10	Numeric/0	437	AH
Salaries & Wages Expenditures	9	Numeric/0	447	AI
Employee Benefits Expenditures	9	Numeric/0	456	AJ
Total Staff Expenditures	9	Numeric/0	465	AK
Print Materials Expenditures	9	Numeric/0	474	AL
Electronic Materials Expenditures	9	Numeric/0	483	AM
Other Materials Expenditures	9	Numeric/0	492	AN
Total Collection Expenditures	9	Numeric/0	501	AO
Other Operating Expenditures	9	Numeric/0	510	AP
Total Operating Expenditures	10	Numeric/0	519	AQ

Data Element Name (may be abbreviated on screen)	Data Field Width	Data Type/ Decimals	ASCII Start Position	Excel Column
Local Government Capital Revenue	9	Numeric/0	529	AR
State Government Capital Revenue	9	Numeric/0	538	AS
Federal Government Capital Revenue	9	Numeric/0	547	AT
Other Capital Revenue	9	Numeric/0	556	AU
Total Capital Revenue	9	Numeric/0	565	AV
Total Capital Expenditures	9	Numeric/0	574	AW
Print Materials	9	Numeric/0	583	AX
Electronic Books	9	Numeric/0	592	AY
Audio	9	Numeric/0	601	AZ
Video	9	Numeric/0	610	BA
Databases	9	Numeric/0	619	BB
Current Print Serial Subscriptions	9	Numeric/0	628	BC
Current Electronic Serial Subscriptions	9	Numeric/0	637	BD
Public Service Hours Per Year	9	Numeric/0	646	BE
Library Visits	9	Numeric/0	655	BF
Reference Transactions	9	Numeric/0	664	BG
Total Circulation	9	Numeric/0	673	BH
Circulation of Children's Materials	9	Numeric/0	682	BI
Provided To	6	Numeric/0	691	BJ
Received From	6	Numeric/0	697	BK
Total Library Programs	9	Numeric/0	703	BL
Children's Programs	9	Numeric/0	712	BM
Total Program Attendance	9	Numeric/0	721	BN
Children's Program Attendance	9	Numeric/0	730	BO
Internet Terminals Used by General Public	6	Numeric/0	739	BP
Users of Electronic Resources Per Year	9	Numeric/0	745	BQ

Appendix C—Outlet Import File Specifications

Data Element Name	Data Field Width	Data Type/ Decimals	ASCII Start Position
LIB ID	20	Character	1
Name	60	Character	21
Street Address	35	Character	81
City	20	Character	116
Zip	5	Character	136
Zip4	4	Character	141
County	20	Character	145
Phone	10	Character	165
Outlet Type Code	2	Character	175
Metropolitan Status Code	2	Character	177
Square Footage of Outlet	8	Numeric/0	179
Number of Bookmobiles	2	Numeric/0	187

Appendix D—State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	**Data Element Name**	**Data Element Definition**
01	Reporting Period Starting Date	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.
02	Reporting Period Ending Date	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.
03	Official State Total Population Estimate	This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.
04	Total Unduplicated Population of Legal Service Areas	This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Appendix E—Administrative Entity Data Element Definitions

Administrative Entity. (This is not a WinPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
1 A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name	This is the legal name of the administrative entity.

Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.) |

Street Address

#	Data Element Name	Data Element Definition
03	Street Address	This is the complete street address of the administrative entity.

Note: Do not report a post office box or general delivery. |
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.

Mailing Address

#	Data Element Name	Data Element Definition
07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.
12	Phone	This is the telephone number of the administrative entity, including area code.

Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "–3" (for Not Applicable).

13 Web Address

This is the Web address of the administrative entity.
http:/_____

Note: If the Administrative Entity has no web address, enter "–3" (for Not Applicable).

14 Interlibrary Relationship Code

Select one of the following:

HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.

Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME—Member of a Federation or Cooperative. An autonomous library joined by formal σ informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

NO—Not a Member of a Federation or Cooperative.

15 Legal Basis Code**

The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

16 Administrative Structure Code	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(-es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

17	FSCS Public Library Definition	Answer <Y>es or <N>o to the following question: "*Does this public library meet all the criteria of the FSCS public library definition?*"

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

18	Geographic Code	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code "NC—Metropolitan Area, but Not Within Central City Limits" (data element #10 in Appendix F—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)
CI2—Municipal Government (city, town or village) (most nearly)
CO1—County/Parish (exactly)
CO2—County/Parish (most nearly)
MA1—Metropolitan Area (exactly)
MA2—Metropolitan Area (most nearly)
MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

19	Legal Service Area Boundary Change	Answer <Y>es or <N>o to the following question: "*Did the administrative entity's legal service area boundaries change since last year?*" Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
20	Reporting Period Starting Date*	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
21	Reporting Period Ending Date*	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to NCES. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
22	Population of the Legal Service Area	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.
23	Number of Central Libraries	This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

24   Number of Branch Libraries   A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1.   Separate quarters;
2.   An organized collection of library materials;
3.   Paid staff; and
4.   Regularly scheduled hours for being open to the public.

25   Number of Bookmobiles   A bookmobile is a traveling branch library. It consists of at least all of the following:

1.   A truck or van that carries an organized collection of library materials;
2.   Paid staff; and
3.   Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

26   ALA-MLS   Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

27   Total Librarians   Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).

28   All Other Paid Staff   This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

29   Total Paid Employees   This is the sum of Total Librarians and All Other Paid Staff (data elements #27 and #28).

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

30   Local Government Revenue   This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

                                   Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

31   State Government Revenue   These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

                                   Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

32   Federal Government Revenue   This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

33   Other Operating Revenue   This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

34   Total Operating Revenue   This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #30 through #33).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Staff Expenditures

35	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
36	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
37	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #35 and #36).

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

38	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
39	Electronic Materials Expenditures**	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an ebook reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

		Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #42).
40	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.
41	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40).
42	Other Operating Expenditures**	This includes all expenditures other than those reported for Total Staff Expenditures (data element #37) and Total Collection Expenditures (data element #41). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
43	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #37, #41, and #42).

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

44	Local Government Capital Revenue*	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
45	State Government Capital Revenue*	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
46	Federal Government Capital Revenue*	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

47	Other Capital Revenue*	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
48	Total Capital Revenue**	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #44 through #47).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

CAPITAL EXPENDITURES

49	Total Capital Expenditures**	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replace-ment and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

LIBRARY COLLECTION

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

50	Print Materials	Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft cov-ers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

51   Electronic Books (E-Books)   E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

52   Audio   These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

53   Video   These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

54	Databases**	Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the hternet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #56). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Current Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

55	Current Print Serial Subscriptions	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
56	Current Electronic Serial Subscriptions	Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

SERVICES

57   Public Service Hours Per Year   This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for Centrals (data element #23), Branches (data element #24), Bookmobiles (data element #25), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

58   Library Visits   This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

59   Reference Transactions   A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

60   Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

61   Circulation of Children's Materials

The total annual circulation of all children's materials in all formats to all users, including renewals.

INTER-LIBRARY LOANS

62   Provided To

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

63   Received From

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.

LIBRARY PROGRAMS

64   Total Number of Library Programs*

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

	Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.
65 Number of Children's Programs*	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.
	Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #64).
	Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.
66 Total Attendance at Library Programs*	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #64, for the definition of a library program.)
67 Children's Program Attendance**	The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.
	Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #65, for the definition of a children's library program.)

OTHER ELECTRONIC INFORMATION

68 Number of Internet Terminals Used by General Public	Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

69   Number of Users of Electronic   Report the annual number of users of electronic resources in the
      Resources Per Year   library. Electronic resources include, but are not limited to,
                                             Internet (WWW, email, Telnet, other), online indexes, CD-ROM
                                             reference materials, software, and the online catalog. Do not
                                             include staff use of these resources.

                                             Note: The number of users may be counted manually, using
                                             registration logs.   Count each user that uses electronic
                                             resources, regardless of the amount of time spent on the
                                             computer. A user who uses the library's electronic resources
                                             three times a year would count as three customers. Software
                                             such as "Historian" can also be used to track the number of
                                             users at each public terminal. If the data element is collected as
                                             a weekly figure, multiply that figure by 52 to annualize it.

*New data element
**Data element name, category, definition, or note was revised. See section 1.3 for a complete list of the
survey revisions.

Appendix F—Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name	This is the name of the outlet.
		Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Appendix Q—Standard Abbreviations for WinPLUS.)
03	Street Address	This is the complete street address of the outlet.
		Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	This is the telephone number of the outlet, including area code.
		Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).

09   Outlet Type Code

An outlet is a unit of an administrative entity that provides direct public library service.

Select one of the following:

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1.   Separate quarters;
2.   An organized collection of library materials;
3.   Paid staff; and
4.   Regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1.   A truck or van that carries an organized collection of library materials;
2.   A paid staff; and
3.   Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #10). Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

10   Metropolitan Status Code   Select one of the following. Bookmobiles should report the code which best describes their primary service area.

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

11   Square Footage of Outlet   Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

12   Number of Bookmobiles in the   The number of bookmobiles in the bookmobile outlet record.
     Bookmobile Outlet Record

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Appendix G—Current-Year Edit Checks

No.	EDIT MESSAGE	EDIT CONDITION
01	Most data fields contain –2 or equivalent. No other edits performed.	A numeric entry of –2 is not valid. Please use '–1' to denote not collected, not available, or not reported.
02	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
03	No LIB ID provided. WinPLUS will create one for you.	LIB ID (data element #01 on the administrative entity screen or outlet screen) has been left blank. WinPLUS will auto-matically assign a system-generated LIB ID.
04	Library NAME is –2 or is missing.	NAME (data element #02 on the administrative entity screen or outlet screen) is not reported.
05	STREET ADDRESS is –2, missing, or is not valid.	STREET ADDRESS (data element #03 on the administrative entity screen or outlet screen) is a post office box number, a route number, a 'HC' (Highway Contract Route) address, or is not reported.
06	CITY is –2, is missing, or is not valid.	CITY (data element #04 on the administrative entity screen or outlet screen) is not reported or is not valid.
07	ZIP is –2, missing, or is not valid.	ZIP (data element #05 on the administrative entity screen or outlet screen) is not a valid 5-digit number or is not reported.
08	ZIP4 (ZIP+4) is –2 or is not valid.	ZIP4 (data element #06 on the administrative entity screen or outlet screen) is –2 or is not a valid 4-digit number.
09	MAILING ADDRESS is –2 or is not valid.	The MAILING ADDRESS (data element #07 on the administrative entity screen) is –2 or contains the word 'same'.
10	MAILING CITY is –2 or is not valid.	The MAILING CITY (data element #08 on the administrative entity screen) is –2 or contains the word 'same'.
11	MAILING ZIP is –2 or is not valid.	The MAILING ZIP code (data element #09 on the administrative entity screen) is –2 or is not a valid 5-digit number.
12	MAILING ZIP4 (ZIP+4) is –2 or is not valid.	The MAILING ZIP4 code (data element #10 on the administrative entity screen) is –2 or is not a valid 4-digit number.
13	COUNTY is –2, missing, or is not valid.	COUNTY (data element #11 on the administrative entity screen or data element #07 on the outlet screen) is not reported or 'COUNTY' is included in the field.
14	PHONE number is –2 or is not valid.	PHONE (data element #12 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.

No.	EDIT MESSAGE	EDIT CONDITION
15	WEB ADDRESS is –2 or is not valid.	WEB ADDRESS (data element #13 on the administrative entity screen) is –2 or is not valid.
16	INTERLIBRARY RELATIONSHIP CODE is –2, missing, or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (data element #14 on the administrative entity screen) is not reported or is not a valid code.
17	LEGAL BASIS CODE is –2, missing, or is not a valid code.	LEGAL BASIS CODE (data element #15 on the administrative entity screen) is not reported or is not a valid code.
18	ADMINISTRATIVE STRUCTURE CODE is –2, missing, or is not a valid code.	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is –2, –1, or not a valid code.
19	FSCS PUBLIC LIBRARY is –2, missing, or is not a valid code.	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is not reported or is not a valid code.
20	GEOCODE is –2, missing, or is not a valid code.	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) is not reported or is not a valid code.
21	LSA BOUNDARY CHANGE is –2, missing, or is not a valid code.	LSA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is not reported or is not a valid code.
22	GEOGRAPHIC CODE changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE is "NO".	GEOGRAPHIC CODE (data element #18 on the administrative entity screen) changed from prior year and LEGAL SERVICE AREA BOUNDARY CHANGE (data element #19 on the administrative entity screen) is "No".
23	Library REPORTING PERIOD STARTING DATE is –2 or missing.	REPORTING PERIOD STARTING DATE (data element #20 on the administrative entity screen) is –2.
24	Library REPORTING PERIOD ENDING DATE is –2 or missing.	REPORTING PERIOD ENDING DATE (data element #21 on the administrative entity screen) is –2.
25	Library REPORTING PERIOD STARTING DATE is before the state REPORTING PERIOD STARTING DATE.	REPORTING PERIOD STARTING DATE (data element #20 on the administrative entity screen) is before the state REPORTING PERIOD STARTING DATE (data element #01 on the state characteristics screen).
26	Library REPORTING PERIOD ENDING DATE is after the state REPORTING PERIOD ENDING DATE.	REPORTING PERIOD ENDING DATE (data element #21 on the administrative entity screen) is after the state REPORTING PERIOD ENDING DATE (data element #02 on the state characteristics screen).
27	The library REPORTING PERIOD is greater than or less than one year.	The difference between the REPORTING PERIOD STARTING DATE (data element #20 on the administrative entity screen) and the REPORTING PERIOD ENDING DATE (data element #21 on the administrative entity screen) is more than 12 months or less than 12 months.

No.	EDIT MESSAGE	EDIT CONDITION
28	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) is –2, –1, or is 0.
29	NUMBER OF CENTRALS is not equal to the number of central outlet records.	NUMBER OF CENTRALS (data element #23 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #09 on the outlet screen).
30	CENTRALS is greater than 1.	CENTRALS (data element #23 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
31	NUMBER OF BRANCHES is not equal to the number of branch outlet records.	NUMBER OF BRANCHES (data element #24 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #09 on the outlet screen).
32	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'.	NUMBER OF BOOKMOBILES (data element #25 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #09 on the outlet screen).
33	No SERVICE OUTLETS are shown.	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA', 'MO', or 'SO' and the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = 'BM') is 0.
34	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1.	ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'SO' and total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = 'BM') is not equal to 1.
35	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1.	The ADMINISTRATIVE STRUCTURE CODE (data element #16 on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #23, #24, and #25 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = 'BM') is less than 2.
36	ALA-MLS is –2.	ALA-MLS librarians (data element #26 on the administrative entity screen) is –2.
37	ALA-MLS is greater than TOTAL LIBRARIANS.	The number of ALA-MLS librarians (data element #26 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #27 on the administrative entity screen).

No.	EDIT MESSAGE	EDIT CONDITION
38	TOTAL LIBRARIANS is –2.	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is –2.
39	OTHER PAID EMPLOYEES is –2.	OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is –2.
40	TOTAL PAID EMPLOYEES is 0 or –2.	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is 0 or –2.
41	TOTAL LIBRARIANS is greater than 10 and OTHER PAID EMPLOYEES is 0.	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is greater than 10 and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is 0.
42	TOTAL PAID EMPLOYEES is reported and does not equal to the sum of the detail.	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen).
43	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES.	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) equals 0.
44	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES.	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) equals 0.
45	TOTAL LIBRARIANS is reported and equals TOTAL PAID EMPLOYEES and OTHER PAID EMPLOYEES is not equal to 0.	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is not 0.
46	OTHER PAID EMPLOYEES is reported and equals TOTAL PAID EMPLOYEES and TOTAL LIBRARIANS is not equal to 0.	OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) and TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is not 0.
47	TOTAL LIBRARIANS is reported and does not equal TOTAL PAID EMPLOYEES and OTHER PAID EMPLOYEES = -1.	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is reported and does not equal TOTAL PAID EMPOYEES (data element #29 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is –1.
48	OTHER PAID EMPLOYEES is reported and does not equal TOTAL PAID EMPLOYEES and TOTAL LIBRARIANS = -1.	OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) is reported and does not equal TOTAL PAID EMPOYEES (data element #29 on the administrative entity screen) and TOTAL LIBRARIANS (data element #27 on the administrative entity screen) is –1.

No.	EDIT MESSAGE	EDIT CONDITION
49	TOTAL LIBRARIANS and OTHER PAID EMPLOYEES are reported and TOTAL PAID EMPLOYEES is less than 0.	TOTAL LIBRARIANS (data element #27 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported but TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is unknown.
50	TOTAL PAID EMPLOYEES is equal to 0 and TOTAL LIBRARIANS or OTHER PAID EMPLOYEES are not equal to 0.	TOTAL PAID EMPLOYEES (data element #29 on the administrative entity screen) is equal to 0 but TOTAL LIBRARIANS (data element #27 on the administrative entity screen) or OTHER PAID EMPLOYEES (data element #28 on the administrative entity screen) are reported as other than 0.
51	LOCAL GOVERNMENT REVENUE is –2.	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is –2.
52	STATE GOVERNMENT REVENUE is –2.	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is –2.
53	FEDERAL GOVERNMENT REVENUE is –2.	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is –2.
54	OTHER REVENUE is –2.	OTHER REVENUE (data element #33 on the administrative entity screen) is –2.
55	TOTAL OPERATING REVENUE is 0 or –2.	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is –2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
56	TOTAL OPERATING REVENUE is reported and does not equal to the sum of the detail.	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #30 on the administrative entity screen), STATE GOVERNMENT (data element #31 on the administrative entity screen), FEDERAL GOVERNMENT (data element #32 on the administrative entity screen), and OTHER REVENUE (data element #33 on the administrative entity screen).
57	LOCAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and STATE GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to 0.	LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
58	STATE GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING REVENUE are not equal to 0.	STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.

No.	EDIT MESSAGE	EDIT CONDITION
59	FEDERAL GOVERNMENT REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT, STATE GOVERNMENT, or OTHER OPERATING REVENUE are not equal to 0.	FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
60	OTHER OPERATING REVENUE is reported and equals TOTAL OPERATING REVENUE and LOCAL, STATE, or FEDERAL GOV-ERNMENT REVENUE are not equal to 0.	OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is reported as equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
61	LOCAL GOVERNMENT and STATE GOVERNMENT REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to 0.	The sum of LOCAL and STATE GOVERNMENT REVENUE (data elements #30 and #31 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
62	LOCAL and FEDERAL GOVERNMENT REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and STATE GOVERNMENT or OTHER OPERATING REVENUE are not equal to 0.	The sum of LOCAL and FEDERAL GOVERNMENT REVENUE (data elements #30 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
63	LOCAL GOVERNMENT and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and STATE GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to 0.	The sum of LOCAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #30 and #33 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
64	STATE GOVERNMENT and FEDERAL GOVERNMENT REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to 0.	The sum of STATE and FEDERAL GOVERNMENT REVENUE (data elements #31 and #32 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
65	STATE GOVERNMENT and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or FEDERAL GOVERNMENT REVENUE are not equal to 0.	The sum of STATE GOVERNMENT and OTHER OPERATING REVENUE (data elements #31 and #33 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.
66	FEDERAL GOVERNMENT and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT or STATE GOVERNMENT REVENUE are not equal to 0.	The sum of FEDERAL GOVERNMENT REVENUE and OTHER OPERATING REVENUE (data elements #32 and #33 on the administrative entity screen) is equal to TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but at least one other source of operating revenue is reported as other than 0.

No.	EDIT MESSAGE	EDIT CONDITION
67	LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and OTHER OPERATING REVENUE is not equal to 0.	The sum of LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE (data elements #30, #31 and #32 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is not 0.
68	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and STATE GOVERNMENT REVENUE is not equal to 0.	The sum of LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE (data elements #30, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is not 0.
69	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT REVENUE is not equal to 0.	The sum of LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER OPERATING REVENUE (data elements #30, #31 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is not 0.
70	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum equals TOTAL OPERATING REVENUE and LOCAL GOVERNMENT REVENUE is not equal to 0.	The sum of STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE (data elements #31, #32 and #33 on the administrative entity screen) equals TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) but LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is not 0.
71	LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE are reported and the sum does not equal reported TOTAL OPERATING REVENUE and OTHER OPERATING REVENUE is –1.	LOCAL, STATE, and FEDERAL GOVERNMENT REVENUE (data elements #30, #31, and #32 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen), and OTHER OPERATING REVENUE (data element #33 on the administrative entity screen) is –1.
72	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum does not equal reported TOTAL OPERATING REVENUE and STATE GOVERNMENT REVENUE is –1.	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE (data elements #30, #32, and #33 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) and STATE GOVERNMENT REVENUE (data element #31 on the administrative entity screen) is –1.
73	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum does not equal reported TOTAL OPERATING REVENUE and FEDERAL GOVERNMENT REVENUE is –1.	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER OPERATING REVENUE (data elements #30, #31, and #33 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) and FEDERAL GOVERNMENT REVENUE (data element #32 on the administrative entity screen) is –1.

No.	EDIT MESSAGE	EDIT CONDITION
74	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE are reported and the sum does not equal reported TOTAL OPERATING REVENUE and LOCAL GOVERNMENT REVENUE is –1.	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER OPERATING REVENUE (data elements #31, #32, and #33 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) and LOCAL GOVERNMENT REVENUE (data element #30 on the administrative entity screen) is –1.
75	SALARIES & WAGES EXPENDITURES is –2.	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is –2.
76	EMPLOYEE BENEFITS is –2.	EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) is –2.
77	TOTAL STAFF EXPENDITURES is 0 or –2.	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is 0 or –2. If both of the parts were entered, a total would have been automatically calculated.
78	TOTAL STAFF EXPENDITURES is reported and does not equal to the sum of the detail.	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen).
79	FSCS PUBLIC LIBRARY but TOTAL STAFF EXPENDITURES equals 0.	FSCS PUBLIC LIBRARY (data element #17 on the administrative entity screen) is 'Yes' but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to 0.
80	EMPLOYEE BENEFITS is reported and is greater than reported SALARIES & WAGES EXPENDITURES.	EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) is reported and is greater than reported SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen).
81	SALARIES & WAGES EXP is reported and equals TOTAL STAFF EXPENDITURES and EMPLOYEE BENEFITS is not equal to 0.	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) is not 0.
82	EMPLOYEE BENEFITS is reported and equals TOTAL STAFF EXPENDITURES and SALARIES & WAGES EXP is not equal to 0.	EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is not 0.

No.	EDIT MESSAGE	EDIT CONDITION
83	SALARIES & WAGES EXP and EMPLOYEE BENEFITS are greater than –1 and TOTAL STAFF EXPENDITURES is less than 0.	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) and EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) are reported but TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is unknown.
84	TOTAL STAFF EXPENDITURES equals 0 and SALARIES & WAGES EXP or EMPLOYEE BENEFITS are not equal to 0.	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) are reported as 0 and SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) or EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) are not 0.
85	SALARIES & WAGES EXPENDITURES is reported and does not equal reported TOTAL STAFF EXPENDITURES and EMPLOYEE BENEFITS = –1.	SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) are reported and does not equal TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) is –1.
86	EMPLOYEE BENEFITS is reported and does not equal reported TOTAL STAFF EXPENDITURES and SALARIES & WAGES EXPENDITURES = –1.	EMPLOYEE BENEFITS EXPENDITURES (data element #36 on the administrative entity screen) is reported and does not equal TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and SALARIES & WAGES EXPENDITURES (data element #35 on the administrative entity screen) is –1.
87	PRINT MATERIALS EXP is –2.	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is –2.
88	ELECTRONIC MATERIALS EXPENDITURES is –2.	ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) is –2.
89	OTHER MATERIALS EXPENDITURES is –2.	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is –2.
90	TOTAL COLLECTION EXPENDITURES is –2.	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is –2.
91	TOTAL COLLECTION EXP is reported and does not equal to the sum of the reported detail.	TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) is not equal to the sum of PRINT MATERIALS EXP (data element #38 on the administrative entity screen), ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen), and OTHER MATERIALS EXP (data element #40 on the administrative entity screen).
92	PRINT MATERIALS EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIALS EXP or OTHER MATERIALS EXP is not equal to 0.	PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and at least one other type of collection expenditures is not 0.

No.	EDIT MESSAGE	EDIT CONDITION
93	ELECTRONIC MATERIALS EXP is reported and is equal to TOTAL COLLECTION EXP and PRINT MATERIALS EXP or OTHER MATERIALS EXP is not equal to 0.	ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and at least one other type of collection expenditures is not 0.
94	OTHER MATERIALS EXP is reported and is equal to TOTAL COLLECTION EXP and ELECTRONIC MATERIALS EXP or PRINT MATERIALS EXP is not equal to 0.	OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is reported as equal to TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and at least one other type of collection expenditures is not 0.
95	PRINT MATERIALS EXP and ELECTRONIC MATERIALS EXP are reported and the sum equals TOTAL COLLECTION EXP and OTHER MATERIALS EXP is not equal to 0.	The sum of PRINT MATERIALS EXP and ELECTRONIC MATERIALS EXP (data elements #38 and #39 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) and OTHER MATERIALS EXP (data element #40 on the administrative entity screen) is not 0.
96	PRINT MATERIALS EXP and OTHER MATERIALS EXP are reported and the sum equals TOTAL COLLECTION EXP and ELECTRONIC MATERIALS EXP is not equal to 0.	The sum of PRINT MATERIALS EXP and OTHER MATERIALS EXP (data elements #38 and #40 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) and ELECTRONIC MATERIALS EXP (data element #39 on the administrative entity screen) is not 0.
97	ELECTRONIC MATERIALS EXP and OTHER MATERIALS EXP are reported and the sum equals TOTAL COLLECTION EXP and PRINT MATERIALS EXP is not equal to 0.	The sum of ELECTRONIC MATERIALS EXP and OTHER MATERIALS EXP (data elements #39 and #40 on the administrative entity screen) is equal to TOTAL COLLECTION EXP (data element #41 on the administrative entity screen) and PRINT MATERIALS EXP (data element #38 on the administrative entity screen) is not 0.
98	PRINT MATERIALS EXP and ELECTRONIC MATERIALS EXP are reported and the sum does not equal reported TOTAL COLLECTION EXP and OTHER MATERIALS EXP = –1.	PRINT and ELECTRONIC MATERIALS EXPENDITURES (data elements #38 and #39 on the administrative entity screen) are reported and the sum does not equal TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER MATERIALS EXPENDITURES (data element #40 on the administrative entity screen) is –1.
99	PRINT MATERIALS EXP and OTHER MATERIALS EXP are reported and the sum does not equal reported TOTAL COLLECTION EXP and ELECTRONIC MATERIALS EXP = –1.	PRINT and OTHER MATERIALS EXPENDITURES (data element #38 and #40 on the administrative entity screen) are reported and the sum does not equal TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and ELECTRONIC MATERIALS EXPENDITURES (data element #39 on the administrative entity screen) is –1.

No.	EDIT MESSAGE	EDIT CONDITION
100	ELECTRONIC MATERIALS EXP and OTHER MATERIALS EXP are reported and the sum does not equal reported TOTAL COLLECTION EXP and PRINT MATERIALS EXP = –1.	ELECTRONIC and OTHER MATERIALS EXPENDITURES (data elements #39 and #40 on the administrative entity screen) are reported and the sum does not equal TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and PRINT MATERIALS EXPENDITURES (data element #38 on the administrative entity screen) is –1.
101	OTHER OPERATING EXPENDITURES is –2.	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is –2.
102	TOTAL OPERATING EXPENDITURES is 0 or –2.	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is 0 or –2. If all of the parts were entered, a total would have been automatically calculated.
103	TOTAL OPERATING EXPENDITURES is reported and does not equal to the sum of the reported detail.	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen), TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen), and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen).
104	Ratio of reported TOTAL OPERATING EXPENDITURES to reported TOTAL STAFF EXPENDITURES is greater than 5.1.	TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is reported and is 5.1 times larger than reported TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen).
105	TOTAL STAFF EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL COLLECTION EXP or OTHER OPERATING EXP are not equal to 0.	TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and at least one other type of operating expenditures is not 0.
106	TOTAL COLLECTION EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or OTHER OPERATING EXP are not equal to 0.	TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and at least one other type of operating expenditures is not 0.
107	OTHER OPERATING EXP is reported and is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or TOTAL COLLECTION EXP are not equal to 0.	OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and at least one other type of operating expenditures is not 0.
108	TOTAL STAFF EXP and TOTAL COLLECTION EXP are reported and the sum equals TOTAL OPERATING EXP and OTHER OPERATING EXP is not equal to 0.	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is not 0.

No.	EDIT MESSAGE	EDIT CONDITION
109	TOTAL STAFF EXP and OTHER OPERATING EXP are reported and the sum equals TOTAL OPERATING EXP and TOTAL COLLECTION EXP is not equal to 0.	The sum of TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is not 0.
110	TOTAL COLLECTION EXP and OTHER OPERATING EXP are reported and the sum equals TOTAL OPERATING EXP and TOTAL STAFF EXP is not equal to 0.	The sum of TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is not 0.
111	TOTAL STAFF EXP and TOTAL COLLECTION EXP are reported and the sum does not equal reported TOTAL OPERATING EXP and OTHER OPERATING EXP = –1.	TOTAL STAFF EXPENDITURES and TOTAL COLLECTION EXPENDITURES (data elements #37 and #41 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #42 on the administrative entity screen) is –1.
112	TOTAL STAFF EXP and OTHER OPERATING EXP are reported and the sum does not equal reported TOTAL OPERATING EXP and TOTAL COLLECTION EXP = –1.	TOTAL STAFF EXPENDITURES and OTHER OPERATING EXPENDITURES (data elements #37 and #42 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #41 on the administrative entity screen) is –1.
113	TOTAL COLLECTION EXP and OTHER OPERATING EXP are reported and the sum does not equal reported TOTAL OPERATING EXP and TOTAL STAFF EXP = –1.	TOTAL COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES (data elements #41 and #42 on the administrative entity screen) are reported and the sum does not equal TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) and TOTAL STAFF EXPENDITURES (data element #37 on the administrative entity screen) is –1.
114	Ratio of TOTAL OPERATING REVENUE to TOTAL OPERATING EXPENDITURES is less than .57 or greater than 2.01.	TOTAL OPERATING REVENUE (data element #34 on the administrative entity screen) divided by TOTAL OPERATING EXPENDITURES (data element #43 on the administrative entity screen) is less than .57 or greater than 2.01.
115	LOCAL GOVERNMENT CAPITAL REVENUE is –2.	LOCAL GOVERNMENT CAPITAL REVENUE (data element #44 on the administrative entity screen) is –2.
116	STATE GOVERNMENT CAPITAL REVENUE is –2.	STATE GOVERNMENT CAPITAL REVENUE (data element #45 on the administrative entity screen) is –2.
117	FEDERAL GOVERNMENT CAPITAL REVENUE is –2.	FEDERAL GOVERNMENT CAPITAL REVENUE (data element #46 on the administrative entity screen) is –2.

No.	EDIT MESSAGE	EDIT CONDITION
118	OTHER CAPITAL REVENUE is –2.	OTHER CAPITAL REVENUE (data element #47 on the administrative entity screen) is –2.
119	TOTAL CAPITAL REVENUE is –2.	TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) is –2.
120	TOTAL CAPITAL REVENUE is not equal to the sum of the reported detail.	TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #44 on the administrative entity screen), STATE GOVERNMENT (data element #45 on the administrative entity screen), FEDERAL GOVERNMENT (data element #46 on the administrative entity screen), and OTHER CAPITAL REVENUE (data element #47 on the administrative entity screen).
121	LOCAL GOVERNMENT CAPITAL REVENUE is reported and equals TOTAL CAPITAL REVENUE and STATE GOVERNMENT, FEDERAL GOVERNMENT, or OTHER CAPITAL REVENUE are not equal to 0.	LOCAL GOVERNMENT CAPITAL REVENUE (data element #44 on the administrative entity screen) is reported as equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
122	STATE GOVERNMENT CAPITAL REVENUE is reported and equals TOTAL CAPITAL REVENUE and LOCAL GOVERNMENT, FEDERAL GOVERNMENT, or OTHER CAPITAL REVENUE are not equal to 0.	STATE GOVERNMENT CAPITAL REVENUE (data element #45 on the administrative entity screen) is reported as equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
123	FEDERAL GOVERNMENT CAPITAL REVENUE is reported and equals TOTAL CAPITAL REVENUE and LOCAL GOVERNMENT, STATE GOVERNMENT, or OTHER CAPITAL REVENUE are not equal to 0.	FEDERAL GOVERNMENT CAPITAL REVENUE (data element #46 on the administrative entity screen) is reported as equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
124	OTHER CAPITAL REVENUE is reported and equals TOTAL CAPITAL REVENUE and LOCAL, STATE, or FEDERAL GOVERNMENT CAPITAL REVENUE are not equal to 0.	OTHER CAPITAL REVENUE (data element #47 on the administrative entity screen) is reported and is equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
125	LOCAL and STATE GOVERNMENT CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and FEDERAL GOVERNMENT or OTHER OPERATING REVENUE are not equal to 0.	The sum of LOCAL and STATE GOVERNMENT CAPITAL REVENUE (data elements #44 and #45 on the administrative entity screen) is equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
126	LOCAL and FEDERAL GOVERNMENT CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and STATE GOVERNMENT or OTHER CAPITAL REVENUE are not equal to 0.	The sum of LOCAL and FEDERAL GOVERNMENT CAPITAL REVENUE (data elements #44 and #46 on the administrative entity screen) is equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) but at least one other source of capital revenue is not 0.

No.	EDIT MESSAGE	EDIT CONDITION
127	LOCAL GOVERNMENT and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and STATE or FEDERAL GOVERNMENT CAPITAL REVENUE are not equal to 0.	The sum of LOCAL GOVERNMENT CAPITAL REVENUE and OTHER CAPITAL REVENUE (data elements #44 and #47 on the administrative entity screen) is equal TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
128	STATE and FEDERAL GOVERNMENT CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and LOCAL GOVERNMENT or OTHER CAPITAL REVENUE are not equal to 0.	The sum of STATE and FEDERAL GOVERNMENT CAPITAL REVENUE (data elements #45 and #46 on the administrative entity screen) is equal to TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
129	STATE GOVERNMENT and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and LOCAL or FEDERAL GOVERNMENT CAPITAL REVENUE are not equal to 0.	The sum of STATE GOVERNMENT and OTHER CAPITAL REVENUE (data elements #45 and #47 on the administrative entity screen) is equal to the TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
130	FEDERAL GOVERNMENT and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and LOCAL or STATE GOVERNMENT CAPITAL REVENUE are not equal to 0.	The sum of FEDERAL GOVERNMENT CAPITAL REVENUE and OTHER CAPITAL REVENUE (data elements #46 and #47 on the administrative entity screen) is equal to the TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and at least one other source of capital revenue is not 0.
131	LOCAL, STATE, and FEDERAL GOVERNMENT CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and OTHER CAPITAL REVENUE is not equal to 0.	The sum of LOCAL, STATE, and FEDERAL GOVERNMENT CAPITAL REVENUE (data elements #44, #45, and #46 on the administrative entity screen) equals TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) but OTHER CAPITAL REVENUE (data element #47 on the administrative entity screen) is not 0.
132	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and STATE GOVERNMENT CAPITAL REVENUE is not equal to 0.	The sum of LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #44, #46, and #47 on the administrative entity screen) equals TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) but STATE GOVERNMENT CAPITAL REVENUE (data element #45 on the administrative entity screen) is not 0.
133	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and FEDERAL GOVERNMENT CAPITAL REVENUE is not equal to 0.	The sum of LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #44, #45, and #47 on the administrative entity screen) equals TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) but FEDERAL GOVERNMENT CAPITAL REVENUE (data element #46 on the administrative entity screen) is not 0.

No.	EDIT MESSAGE	EDIT CONDITION
134	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE are reported and the sum equals TOTAL CAPITAL REVENUE and LOCAL GOVERNMENT CAPITAL REVENUE is not equal to 0.	The sum of STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #45, #46, and #47 on the administrative entity screen) equals TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) but LOCAL GOVERNMENT CAPITAL REVENUE (data element #44 on the administrative entity screen) is not 0.
135	LOCAL, STATE, and FEDERAL GOVERNMENT CAPITAL REVENUE are reported and the sum does not equal reported TOTAL CAPITAL REVENUE and OTHER CAPITAL REVENUE is –1.	LOCAL, STATE, and FEDERAL GOVERNMENT CAPITAL REVENUE (data elements #44, #45, and #46 on the administrative entity screen) are reported and the sum does not equal TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and OTHER CAPITAL REVENUE (data element #47 on the administrative entity screen) is –1.
136	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE are reported and the sum does not equal reported TOTAL CAPITAL REVENUE and STATE GOVERNMENT CAPITAL REVENUE is –1.	LOCAL GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #44, #46, and #47 on the administrative entity screen) are reported and the sum does not equal TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and STATE GOVERNMENT CAPITAL REVENUE (data element #45 on the administrative entity screen) is –1.
137	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER CAPITAL REVENUE are reported and the sum does not equal reported TOTAL CAPITAL REVENUE and FEDERAL GOVERNMENT CAPITAL REVENUE is –1.	LOCAL GOVERNMENT, STATE GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #44, #45, and #47 on the administrative entity screen) are reported and the sum does not equal TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and FEDERAL GOVERNMENT CAPITAL REVENUE (data element #46 on the administrative entity screen) is –1.
138	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL OPERATING REVENUE are reported and the sum does not equal reported TOTAL CAPITAL REVENUE and LOCAL CAPITAL GOVERNMENT REVENUE is –1.	STATE GOVERNMENT, FEDERAL GOVERNMENT, and OTHER CAPITAL REVENUE (data elements #45, #46, and #47 on the administrative entity screen) are reported and the sum does not equal TOTAL CAPITAL REVENUE (data element #48 on the administrative entity screen) and LOCAL CAPITAL GOVERNMENT REVENUE (data element #44 on the administrative entity screen) is –1.
139	TOTAL CAPITAL EXPENDITURES is –2.	TOTAL CAPITAL EXPENDITURES (data element #49 on the administrative entity screen) is –2.
140	PRINT MATERIALS is 0 or –2.	PRINT MATERIALS (data element #50 on the administrative entity screen) is 0 or –2.
141	ELECTRONIC BOOKS is –2.	ELECTRONIC BOOKS (data element #51 on the administrative entity screen) is –2.
142	AUDIO materials is –2.	AUDIO (data element #52 on the administrative entity screen) is –2.
143	VIDEO materials is –2.	VIDEO (data element #53 on the administrative entity screen) is –2.

No.	EDIT MESSAGE	EDIT CONDITION
144	DATABASES is –2.	DATABASES (data element #54 on the administrative entity screen) is –2.
145	CURRENT PRINT SERIAL SUBSCRIPTIONS is –2.	CURRENT PRINT SERIAL SUBSCRIPTIONS (data element #55 on the administrative entity screen) is –2.
146	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS is –2.	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #56 on the administrative entity screen) is –2.
147	DATABASES is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS.	DATABASES (data element #54 on the administrative entity screen) is greater than 10 and is equal to CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #56 on the administrative entity screen).
148	Reserved for future use.	
149	OTHER MATERIALS EXPENDITURES is not equal to 0 and AUDIO and VIDEO materials are 0.	OTHER MATERIALS EXPENDITURES (data element #40 on the administrative entity screen) is greater than 0 and AUDIO (data element #52 on the administrative entity screen) and VIDEO (data element #53 on the administrative entity screen) materials are 0.
150	Annual PUBLIC SERVICE HOURS is 0 or –2.	PUBLIC SERVICE HOURS/YR (data element #57 on the administrative entity screen) is 0 or –2.
151	Average PUBLIC SERVICE HRS per outlet per week less than 10 and the prior year ratio was greater than 10.	Average PUBLIC SERVICE HOURS per outlet per week is less than 10 and the prior year ratio was greater than 10. PUBLIC SERVICE HOURS/YR (data element #57 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the administrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = 'BM').
152	Average PUBLIC SERVICE HRS per outlet per week greater than 75.	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #57 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #23 on the admin-istrative entity screen), BRANCHES (data element #24 on the administrative entity screen), BOOKMOBILES (data element #25 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = 'BM').
153	Annual LIBRARY VISITS in library is 0 or –2.	LIBRARY VISITS (data element #58 on the administrative entity screen) is 0 or –2.
154	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE and the prior year visits greater than CHILDREN'S PROGRAM ATTENDANCE.	LIBRARY VISITS (data element #58 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #67 on the administrative entity screen).

No.	EDIT MESSAGE	EDIT CONDITION
155	Annual REFERENCE TRANSACTIONS is –2.	REFERENCE TRANSACTIONS (data element #59 on the administrative entity screen) is –2.
156	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005 and the prior year ratio was greater than 0.005.	Annual REFERENCE TRANSACTIONS (data element #59 on the administrative entity screen) per annual LIBRARY VISITS (data element #58 on the administrative entity screen) is greater than 3.00 or less than 0.005 and the prior year ratio was greater than 0.005.
157	TOTAL CIRCULATION transactions is 0 or –2.	TOTAL CIRCULATION transactions (data element #60 on the administrative entity screen) is 0 or –2.
158	CIRCULATION OF CHILDREN'S MATERIALS is 0 or –2.	CIRCULATION OF CHILDREN'S MATERIALS (data element #61 on the administrative entity screen) is 0 or –2.
159	TOTAL CIRCULATION transactions per POPULATION LSA are less than 1.0 and the prior year ratio was greater than 1.0	TOTAL CIRCULATION transactions (data element #60 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #22 on the administrative entity screen) are less than 1.0 and the prior year ratio was greater than 1.0
160	TOTAL CIRCULATION transactions per POPULATION LSA are greater than 20.0 and the prior year ratio was less than 20.0.	TOTAL CIRCULATION transactions (data element #60 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) are greater than 20.0 and the prior year ratio was less than 20.0.
161	TOTAL CIRCULATION transactions per annual LIBRARY VISITS is less than 0.5 and the prior year ratio was greater than 0.5.	TOTAL CIRCULATION transactions (data element #60 on the administrative entity screen) per annual LIBRARY VISITS (data element #58 on the administrative entity screen) is less than 0.5 and the prior year ratio was greater than 0.5.
162	TOTAL CIRCULATION transactions per annual LIBRARY VISITS is greater than 6.0 and the prior year ratio was less than 6.0.	TOTAL CIRCULATION transactions (data element #60 on the administrative entity screen) per annual LIBRARY VISITS (data element #58 on the administrative entity screen) is greater than 6.0 and the prior year ratio was less than 6.0.
163	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS.	TOTAL CIRCULATION (data element #60 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #61 on the administrative entity screen).
164	Inter-library loans PROVIDED TO other libraries is –2.	Inter-library loans PROVIDED TO (data element #62 on the administrative entity screen) is –2.
165	Inter-library loans RECEIVED FROM other libraries is –2.	Inter-library loans RECEIVED FROM (data element #63 on the administrative entity screen) is –2.
166	TOTAL NUMBER OF LIBRARY PROGRAMS is –2.	TOTAL NUMBER OF LIBRARY PROGRAMS (data element #64 on the administrative entity screen) is –2.
167	NUMBER OF CHILDREN'S PROGRAMS is –2.	NUMBER OF CHILDREN'S PROGRAMS (data element #65 on the administrative entity screen) is –2.

No.	EDIT MESSAGE	EDIT CONDITION
168	TOTAL NUMBER OF LIBRARY PROGRAMS is less than or equal to NUMBER OF CHILDREN'S PROGRAMS.	TOTAL NUMBER OF LIBRARY PROGRAMS (data element #64 on the administrative entity screen) is less than or equal to NUMBER OF CHILDREN'S PROGRAMS (data element #65 on the administrative entity screen).
169	TOTAL PROGRAM ATTENDANCE is –2.	TOTAL PROGRAM ATTENDANCE (data element #66 on the administrative entity screen) is –2.
170	CHILDREN'S PROGRAM ATTENDANCE is –2.	CHILDREN'S PROGRAM ATTENDANCE (data element #67 on the administrative entity screen) is –2.
171	TOTAL PROGRAM ATTENDANCE is less than or equal to CHILDREN'S PROGRAM ATTENDANCE.	TOTAL PROGRAM ATTENDANCE (data element #66 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #67 on the administrative entity screen).
172	INTERNET TERMINALS USED BY GENERAL PUBLIC is –2.	INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #68 on the administrative entity screen) is –2.
173	Library is a BOOKMOBILE only but INTERNET TERMINALS USED BY GENERAL PUBLIC is not equal to 0.	CENTRALS and BRANCHES (data elements #23 and #24 on the administrative entity screen) are equal to 0 and BOOKMOBILES (data element #25 on the administrative entity screen) is greater than 0 but INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #68 on the administrative entity screen) is not equal to 0.
174	USERS OF ELECTRONIC RESOURCES PER YEAR is –2	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #69 on the administrative entity screen) is –2.
175	ELECTRONIC BOOKS, DATABASES, CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS, or INTERNET TERMINALS USED BY GENERAL PUBLIC TERMINALS are not equal to 0 and USERS OF ELECTRONIC RESOURCES PER YEAR is equal to 0.	ELECTRONIC BOOKS (data element #51 on the administrative entity screen), DATABASES (data element #54 on the administrative entity screen), CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS (data element #56 on the administrative entity screen), or INTERNET TERMINALS USED BY GENERAL PUBLIC (data element #68 on the administrative entity screen) are not equal to 0 but USERS OF ELECTRONIC RESOURCES PER YEAR (data element #69 on the administrative entity screen) is equal to 0.
176	USERS OF ELECTRONIC RESOURCES PER YEAR greater than 90% of LIBRARY VISITS per year.	USERS OF ELECTRONIC RESOURCES PER YEAR (data element #69 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per year (data element #58 on the administrative entity screen).
177	USERS OF ELECTRONIC RESOURCES PER YEAR per LIBRARY VISIT is greater than 3.	The number of USERS OF ELECTRONIC RESOURCES PER YEAR (data element #69 on the administrative entity screen) per LIBRARY VISIT (data element #58 on the administrative entity screen) is greater than 3.
178	OUTLET TYPE CODE is –2 or is not valid.	OUTLET TYPE CODE (data element #09 on the outlet screen) is –2, -1, or is not a valid code.

No.	EDIT MESSAGE	EDIT CONDITION
179	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0.	The outlet record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is 0 or is not reported.
180	METROPOLITAN STATUS CODE is –2 or not valid.	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is –2 or is not a valid code.
181	METROPOLITAN STATUS CODE response rate is below 95%.	The response rate of all outlet records to METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is less than 95%.
182	Outlet is not connected to an administrative entity.	No administrative entity record with this outlet's FSCS ID can be found.
183	Library NAME, STREET ADDRESS, CITY, and ZIP on the outlet record are the same as the Administrative Entity but the COUNTY name is different.	The library NAME (data element #02 on the outlet screen), STREET ADDRESS (data element #03 on the outlet screen), CITY (data element #04 on the outlet screen), and ZIP (data element #05 on the outlet screen) are the same as the administrative entity but the COUNTY is different.
184	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is not equal to 0.	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is not equal to 0. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, create an outlet record coded 'BS' in the OUTLET TYPE CODE (data element #09 on the outlet screen) and report the quantity in NUMBER OF BOOKMOBILES (data element #12 on the outlet screen).
185	SQUARE FOOTAGE OF OUTLET is –2.	SQUARE FOOTAGEOF OUTLET (data element #11 on the outlet screen) is –2.
186	Outlet is a branch only library.	A single outlet record exists and the OUTLET TYPE CODE (data element #09 on the outlet screen) is 'BR'.
187	OUTLET TYPE CODE is 'BR' or 'CE' and SQUARE FOOTAGE OF OUTLET is less than 200 or greater than 300,000 and prior year is not equal to current year.	SQUARE FOOTAGE (data element #11 on the outlet screen) is less than 200 or greater than 300,000 and prior year value is not equal to current year value.
188	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICA-TED POPULATION OF LEGAL SERVICE AREAS.	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #03 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen).
189	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA.	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen).

No.	EDIT MESSAGE	EDIT CONDITION
190	The difference between total POPULATION OF LEGAL SERVICE AREAS and TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than 500.	The difference between the sum of POPULATION OF LEGAL SERVICE AREA (data element #22 on the administrative entity screen) and the TOTAL UNDUPLICATED POPULAT-ION OF LEGAL SERVICE AREAS (data element #04 on the state characteristics screen) is less than 500.
191	Percentage of libraries of INTERLIBRARY RELATIONSHIP 'HQ' is greater than 25%.	More than 25% of all libraries report 'HQ' (headquarters of a federation or cooperative) for INTERLIBRARY RELATIONSHIP (data element #14 on the administrative entity screen).
192	Possible duplicate records.	An Administrative Entity or Outlet record appears to be a duplicate of another Administrative Entity or Outlet record.
200	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.

Appendix H—Historical Edit Checks

Edit 200: All historical edits are listed in the Edit Report as Edit 200, followed by the specific data element that is triggering the edit. (Example: Edit 200: Data Element #30. Local Government).

Note: "PY" refers to the prior-year value. "CY" refers to the current-year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an "and" must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

No.	DATA ELEMENT	EDIT CONDITION
00	Response rate is less than 85%	Response rate for a data element is less than 85% in the current year and greater than 85% in the prior year.
01	State Reporting Period Starting Date (on the state characteristics record)	PY to CY change requires verification.
02	State Reporting Period Ending Date (on the state characteristics record)	PY to CY change requires verification.
03	Official State Total Population Estimate (on the state characteristics record)	PY to CY change is greater than ±5%.
04	Total Unduplicated Population of Legal Service Areas (on the state characteristics record)	PY to CY change is greater than ±4%.
04A	Current year Total Unduplicated Population Of Legal Service Areas is less than the prior year and current Official State Total Population Estimate is greater than the prior year.	PY to CY changes require verification.
04B	The difference between the current year Official State Total Population Estimate and the current year Total Unduplicated Population Of Legal Service Areas is not zero but no difference in the prior year.	PY to CY changes require verification.
04C	The current year total Population Of Legal Service Areas is less than the prior year and the current year Official State Total Population Estimate is greater than the prior year.	PY to CY changes require verification.
05	Zip code	PY to CY change requires verification.
10	Metropolitan Status Code (on the outlet record)	PY to CY change requires verification.
11	County	PY to CY change requires verification.

No.	DATA ELEMENT	EDIT CONDITION
14	Interlibrary Relationship Code	PY to CY change requires verification.
15	Legal Basis Code	PY to CY change requires verification.
16	Administrative Structure Code	PY to CY change requires verification.
17	FSCS Public Library	PY to CY change requires verification.
22	Population of Legal Service Area	PY to CY change > -10% to +25%.
23	Number of Centrals	PY to CY change > ±1.
24	Number of Branches	PY to CY change > ±2.
25	Number of Bookmobiles	PY to CY change > ±2.
26	ALA-MLS	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±2 and > ±30%.
27	Total Librarians	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±2 and > ±30%.
28	All Other Paid Staff	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±2 and > ±30%.
29	Total Paid Employees	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±2 and > ±30%.
30	Local Government	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • CY/PY is outside the range (0.64, 1.73).
31	State Government	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change is > ±$5000 and > ±40%.
32	Federal Government	• PY = −1 and CY = 0. • PY = −1 and CY = 1.
33	Other Revenue	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1.
34	Total Revenue	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±$5,000 and > -10% to +25%.

No.	DATA ELEMENT	EDIT CONDITION
35	Salary & Wages Expenditures	• PY = −1 or > 0 and CY = 0 • PY = −1 and CY = 1. If Data Element #29 has changed by no more than ±0.5 FTE: • CY/PY > 0 and <= 0.75 or >= 1.75 and at least one of the values is >= 361,000. • CY/PY > 0.75 and < 1.75 and |CY-PY| /(CY+PY) >= 0.2.
36	Employee Benefits Expenditures	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. If Data Element #29 has changed by no more than ±0.5 FTE: • PY = 0 and CY >= 60,000. • CY/PY is >= 3.0.
37	Total Staff Expenditures	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. If Data Element #29 has changed by no more than ±0.5 FTE: • CY/PY > 0 and <= 0.75 or >= 1.75 and PY or CY >= 443,000. • The CY/PY > 0.75 and < 1.75 and |CY-PY| /(CY+PY) >= 0.2.
39	Electronic Materials Expenditures	• PY = − 1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 50,000. • CY/PY >= 13.40 and PY or CY >= 1,000. • CY/PY < 13.40, and |CY-PY| /(CY+PY) >= 0.94.
41	Total Collection Expenditures	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 34,000. • CY/PY > 0 and <= 0.35 or >= 3.15 and PY or CY >= 106,000. • CY/PY > 0.35 and < 3.15 and |CY-PY| /(CY+PY) > 0.45.
42	Other Operating Expenditures	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 45,000. • CY/PY >= 6.0.
43	Total Operating Expenditures	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 1,200. • CY/PY > 0 and <= 0.65 or >= 2.0 and PY or CY >= 700,000. • CY/PY ratio < 0.65 and > 2.0 and |CY-PY| /(CY+PY) > 0.25.
49	Total Capital Expenditures	No criterion.

No.	DATA ELEMENT	EDIT CONDITION
50	Print Materials	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 12,000. • CY/PY > 0 and <= 0.7or >= 1.5 and PY or CY >= 82,000. • CY/PY > 0.7 and < 1.5 and |CY-PY| /(CY+PY) >= 0.15.
52	Audio	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 3,000. • CY/PY> 0.0 and <= 0.3 or >= 6.0 and PY or CY >= 3,500. • CY/PY > 0.25 and < 6.0 and |CY-PY| /(CY+PY) >= 0.6.
53	Video	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±100 and > -10% to +50%.
55	Current Print Serial Subscriptions	• PY = −1 or > 0 and CY = 0. • PY = 0 and CY >= 150. • CY/PY > 0 and <= 0.4 or >= 2.5 and PY or CY >= 300. • CY/PY > 0.4 and < 2.5 and |CY-PY| /(CY+PY) >= 0.35.
57	Public Service Hours Per Year	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1.
58	Library Visits	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • CY/PY is outside the range (0.58, 1.90).
59	Reference Transactions	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY= 1. • PY = 0 and CY > 0. • CY/PY < 0.2 and > 5.99.
60	Total Circulation	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • CY/PY < 0.5 and > 2.
61	Children's Circulation	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY to CY change > ±5,000 and > -30% to +50%.
62	Loans Provided To	• PY = −1 or > 0 and CY= 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 750. • CY/PY < 0.10 and > 19.00, and PY or CY >= 1,200. • CY/PY ratio > 0.10 and < 19.00, and |CY-PY| /(CY+PY) >= 0.76.

No.	DATA ELEMENT	EDIT CONDITION
63	Loans Received From	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • PY = 0 and CY >= 1,300. • CY/PY < 0.14 and > 9.30 and PY and CY >= 1,400. • CY/PY > 0.14 and <= 9.30, and $\lvert CY-PY \rvert /(CY+PY)$ >= 0.60.
67	Children's Program Attendance	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1.
68	General Public Internet Terminals	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • CY/PY is outside the range (0.34, 3.86).
69	Users of Electronic Resources Per Year	• PY = −1 or > 0 and CY = 0. • PY = −1 and CY = 1. • CY/PY is outside the range (0.24, 6.05).

Appendix I—State Codes

Post Office State Code	State Name	FIPS Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Outlying Areas:

GU	Guam	66
MP	Northern Mariana Islands	69
PR	Puerto Rico	72
VI	Virgin Islands	78

Appendix J—History of WinPLUS

Development of Survey Software

FSCS was the first national NCES data collection in which the respondents used survey software to enter, edit, and tabulate their data before submitting it to NCES. The history of software development is summarized below by the fiscal year (FY) of data collection.

- FY 1988—DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.

- FY 1989—PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.

- FY 1992—DECPLUS, a merger of DECTOP and PLUS, was introduced to reduce respondent burden and improve the edit check process.

- FY 1997—WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.

- FY 1998—WinPLUS was fully operational and replaced DECPLUS.

- FY 1999—WinPLUS 2.1 was revised to allow the user to perform the matching routine separately from the import operation. A file export option was also added in response to user request.

- FY 2000—There were no revisions to the WinPLUS software.

- FY 2001—There were no revisions to the WinPLUS software.

- FY 2002-2003—The revisions to the WinPLUS software are summarized in section 1.3 of the User Guide for that year.

- FY 2004—The revisions to WinPLUS 2.6 are summarized in section 1.3.

Appendix K—FSCS Directory &
Steering Committee State Assignment List

FSCS

FEDERAL-STATE COOPERATIVE SYSTEM

FOR PUBLIC LIBRARY DATA

November 2004

**For changes regarding information in this directory, please contact
Kim Miller at: Telephone: 202-606-9200, Fax: 202-606-9203
E-mail: kmiller@nclis.gov**

State Data Coordinators

STATE	COORDINATOR	TELEPHONE	TELEFAX
ALABAMA	Hulen Bivins	334-213-3974	334-213-3993
ALASKA	Patience Frederiksen	800-776-6566	907-269-6580
ARIZONA	Laura Stone	602-542-5841	602-364-2257
ARKANSAS	Carolyn Ashcraft	501-682-2862	501-682-1693
CALIFORNIA	Ira Bray	916-653-0171	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Joanne Turschman	860-566-2713	860-525-7645
DELAWARE	Despina (Debbie) Wilson	302-739-4748 x128	302-739-6787
DIST. OF COLUMBIA	Bette Ann Hubbard	202-727-1437	202-727-1129
FLORIDA	Amy Johnson	850-245-6622	850-245-6643
GEORGIA	Susan Roberts	404-982-3566	404-982-3563
HAWAII	Betty Kingery	808-586-7444	808-586-3699
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Patricia Norris	217-524-5867	217-782-1877
INDIANA	Edythe Huffman	317-232-3681	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	785-296-4105	785-368-7291
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	225-342-4931	225-342-3547
MAINE	Felicia Kennedy	207-287-5620	207-287-5624
MARYLAND	Stacey Aldrich	410-767-0609	410-333-2507
MASSACHUSETTS	Dianne Carty	617-267-9400	617-421-9833
MICHIGAN	Terri Assaf	517-373-3828	517-373-5700
MINNESOTA	Bruce Pomerantz	651-582-8890	651-582-8731
MISSISSIPPI	Lynn Shurden	601-961-4068	601-354-4181

State Data Coordinators—Continued

STATE	COORDINATOR	TELEPHONE	TELEFAX
MISSOURI	Barbara Reading	573-751-2679	573-751-3612
MONTANA	Suzanne Reymer	406-255-0729	406-255-0732
NEBRASKA	Kit Keller	402-471-3216	402-471-2083
NEVADA	Holly Van Valkenburgh	775-684-3322	775-684-8311
NEW HAMPSHIRE	Sue Palmatier	603-788-0914	603-788-5125
NEW JERSEY	Victoria Rosch	609-292-4161	609-633-3963
NEW MEXICO	Richard Akeroyd, acting	505-476-9762	505-476-9761
NEW YORK	Maria Hazapis	518-486-1330	518-486-5254
NORTH CAROLINA	Timothy Owens	919-733-2570	919-733-8748
NORTH DAKOTA	Sheryl Haldorson	701-328-3499	701-328-2040
OHIO	Darla Cottrill	614-466-1089	614-466-3584
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Ann Reed	503-378-2112 x254	503-378-6439
PENNSYLVANIA	Matthew Kane	717-783-5743	717-787-2117
RHODE ISLAND	Ann Piascik	401-222-5776	401-222-4195
SOUTH CAROLINA	Libby Law	803-734-8666	803-734-8676
SOUTH DAKOTA	Dorothy Liegl	605-773-3131	605-773-6962
TENNESSEE	Shelley Fugitt	615-532-4601	615-532-9904
TEXAS	Margaret Whitehead	512-936-2236	512-463-8800
UTAH	Diane Slater	801-715-6762	801-715-6767
VERMONT	Marianne Kotch	802-828-2320	802-828-2199
VIRGINIA	Carol Adams	804-692-3774	804-692-3771
WASHINGTON	Tamara Georgick	360-570-5579	360-586-7575
WEST VIRGINIA	Steve Fesenmaier	304 558-3978 x2015	304-558-2044
WISCONSIN	Alan Zimmerman	608-266-3939	608-267-1052
WYOMING	Debbie Buchmeier	307-777-3513	307-777-6289

State Data Coordinators—Continued

U.S. TERRITORIES	COORDINATOR	TELEPHONE	TELEFAX
CNMI	Vacant	670-235-7322	670-235-7550
GUAM	Melissa Taijeron	671-475-4753	671-477-9777
PUERTO RICO	Olga Alvarez	787-754-1120	787-753-6945
U.S. VIRGIN ISLANDS	Chris Doute	340-774-3407	340-775-1887

FSCS DIRECTORY
STATE DATA COORDINATORS

ALABAMA
ALABAMA PUBLIC LIBRARY SERVICE
6030 Monticello Drive
Montgomery, AL 36130
CORDINATOR: Hulen Bivins
TELEPHONE: 334-213-3916
FAX: 334-213-3993
E-mail: hbivins@apls.state.al.us

ALASKA
ALASKA STATE LIBRARY,
ARCHIVES & MUSEUMS
344 W. 3rd St., Suite 125
Anchorage, AK 99501
COORDINATOR: Patience Frederiksen
TELEPHONE: 800-776-6566
FAX: 907-269-6580
E-mail: Patience_Frederiksen@eed.state.ak.us

ARIZONA
DEPT. OF LIBRARY, ARCHIVES
AND PUBLIC RECORDS
1100 West Washington, Suite 200
Phoenix, AZ 85007-2935
COORDINATOR: Laura Stone
TELEPHONE: 602-542-5841
FAX: 602-364-2257
E-mail: lstone@lib.az.us

ARKANSAS
ARKANSAS STATE LIBRARY
One Capitol Mall, 5th Floor
Little Rock, AR 72201
COORDINATOR: Carolyn Ashcraft
TELEPHONE: 501-682-2862
FAX: 501-682-1693
E-mail: cashcraft@asl.lib.ar.us

CALIFORNIA
CALIFORNIA STATE LIBRARY
Library Development Services
900 N St., Suite 500
Sacramento CA 95814-4800
COORDINATOR: Ira Bray
TELEPHONE: 916-653-0171
FAX: 916-653-8443
E-mail: ibray@library.ca.gov

COLORADO
COLORADO STATE LIBRARY
Library Research Service
201 E. Colfax Avenue, Room 309
Denver, CO 80203-1799
COORDINATOR: Keith Curry Lance
TELEPHONE: 303-866-6737
FAX: 303-866-6940
E-mail: lance_k@cde.state.co.us

CONNECTICUT
CONNECTICUT STATE LIBRARY
231 Capitol Avenue
Hartford, CT 06106
COORDINATOR: Joanne Turschman
TELEPHONE: 860-566-2713
FAX: 860-525-7645
E-mail: jturschman@cslib.org

DELAWARE
DELAWARE DIV. OF LIBRARIES
43 S. DuPont Highway
Dover, DE 19950
COORDINATOR: Despina (Debbie) Wilson
TELEPHONE: 302-739-4748 x128
FAX: 302-739-6787
E-mail: dwilson@lib.de.us

DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA PUBLIC LIBRARY
901 G St., NW, Suite 400
Washington, DC 20001
COORDINATOR: Bette Ann Hubbard
TELEPHONE: 202- 727-2936
FAX: 202-727-1129
E-mail: ba.hubbard@dc.gov

FLORIDA
STATE LIBRARY OF FLORIDA
R.A. Gray Building
500 S. Bronough Street, 2nd Floor
Tallahassee, FL 32399-0250
COORDINATOR: Amy Johnson
TELEPHONE: 850-245-6622
FAX: 850-245-6643
E-mail: ALJohnson@dos.state.fl.us

GEORGIA
GEORGIA DEPT OF TECH & ADULT EDUC
Office of Public Library Services
1800 Century Place, Suite 150
Atlanta, GA 30345-4304
COORDINATOR: Susan Roberts
TELEPHONE: 404-982-3566
FAX: 404-982-3563
E-mail: sroberts@state.lib.ga.us

HAWAII
HAWAII STATE LIBRARY SYSTEM
State Librarian's Office
465 South King Street, Room B-1
Honolulu, HI 96813
COORDINATOR: Betty Kingery
TELEPHONE: 808-587-7444
FAX: 808-586-3699
E-mail: betty@lib.state.hi.us

IDAHO
IDAHO STATE LIBRARY
Eastern Field Office
P.O. Box 50919
Idaho Falls, ID 83405-0919
COORDINATOR: Frank Nelson
TELEPHONE: 208-525-7211
FAX: 208-525-7255
E-mail: fnelson@isl.state.id.us

ILLINOIS
ILLINOIS STATE LIBRARY
300 S. Second St.
Springfield, IL 62701-1796
COORDINATOR: Pat Norris
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FAX: 217-782-1877
E-mail: pnorris@ilsos.net

INDIANA
INDIANA STATE LIBRARY
140 N. Senate Ave.
Indianapolis, IN 46204-2296
COORDINATOR: Edythe Huffman
TELEPHONE: 317-232-3681
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E-mail: ehuffman@statelib.lib.in.us

IOWA
STATE LIBRARY OF IOWA
East 12th and Grand
Des Moines, IA 50319
COORDINATOR: Gerry Rowland
TELEPHONE: 515-281-7573
FAX: 515-281-6191
E-mail: gerry.rowland@lib.state.ia.us

KANSAS
KANSAS STATE LIBRARY
300 SW 10th Avenue
Room 343-N
Topeka, KS 66612-1593
COORDINATOR: Roy Bird
TELEPHONE: 785-296-4105
FAX: 785-368-7291
E-mail: royb@kslib.info

KENTUCKY
KENTUCKY DEPT FOR LIBR. & ARCHIVES
P.O. Box 537
300 Coffee Tree Rd.
Frankfort, KY 40602-0537
COORDINATOR: Jay Bank
TELEPHONE: 502-564-8300 x263
FAX: 502-564-5773
E-mail: jay.bank@kdla.net

LOUISIANA
STATE LIBRARY OF LOUISIANA
701 North 4th Street
P.O. Box 131
Baton Rouge, LA 70802-5232
COORDINATOR: Gretchen Fairbanks
TELEPHONE: 225-342-4931
FAX: 225-342-3547
E-mail: gfairban@pelican.state.lib.la.us

MAINE
MAINE STATE LIBRARY
State House Station 64
Augusta, ME 04333
COORDINATOR: Felicia Kennedy
TELEPHONE: 207-287-5620
FAX: 207-287-5624
E-mail: Felicia.Kennedy@maine.gov

MARYLAND
MARYLAND STATE DEPT. OF ED.
Div. of Library Dev. & Services
200 W. Baltimore St.
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Alabama	http://www.apls.state.al.us/
Alaska	http://www.eed.state.ak.us/lam/home.html
Arizona	http://dlapr.lib.az.us/
Arkansas	http://www.asl.lib.ar.us/
California	http://www.library.ca.gov/
Colorado	http://www.cde.state.co.us/#libraries
Connecticut	http://www.cslib.org
Delaware	http://www.state.lib.de.us/index.shtml
Dist. of Columbia (Public Libr.)	http://www.dclibrary.org
Florida	http://dlis.dos.state.fl.us/fgils
Georgia	http://www.georgialibraries.org
Hawaii	http://www.librarieshawaii.org/
Idaho	http://www.lili.org/
Illinois	http://www.cyberdriveillinois.com/departments/library/home.html
Indiana	http://www.statelib.lib.in.us/
Iowa	http://www.silo.lib.ia.us/
Kansas	http://skyways.lib.ks.us/kansas/
Kentucky	http://www.kdla.ky.gov/
Louisiana	http://www.state.lib.la.us/
Maine	http://www.state.me.us/msl/
Maryland	http://www.sailor.lib.md.us/
Massachusetts	http://www.state.ma.us/
Michigan	http://www.michigan.gov/hal
Minnesota	http://education.state.mn.us/html/intro_lds.htm
Mississippi	http://www.mlc.lib.ms.us/
Missouri	http://www.sos.mo.gov/LIBRARY/Default.asp
Montana	http://msl.state.mt.us/
Nebraska	http://www.nlc.state.ne.us/
Nevada	http://www.nevadaculture.org/
New Hampshire	http://www.state.nh.us/nhsl/index.html
New Jersey	http://www.njstatelib.org
New Mexico	http://www.stlib.state.nm.us/
New York	http://www.nysl.nysed.gov/
North Carolina	http://statelibrary.dcr.state.nc.us/NCSLHOME.HTM
North Dakota	http://ndsl.lib.state.nd.us/
Ohio	http://winslo.state.oh.us/
Oklahoma	http://www.odl.state.ok.us/
Oregon	http://www.osl.state.or.us/home/
Pennsylvania	http://www.statelibrary.state.pa.us/
Rhode Island	http://www.olis.state.ri.us/

STATE LIBRARY AGENCY WEB SITES—Continued

South Carolina	http://www.state.sc.us/scsl
South Dakota	http://www.sdstatelibrary.com/
Tennessee	http://www.state.tn.us/sos/statelib/tslahome.htm
Texas	http://www.tsl.state.tx.us
Utah	http://library.utah.gov/
Vermont	http://dol.state.vt.us
Virginia	http://www.lva.lib.va.us
Washington	http://www.secstate.wa.gov/library/
West Virginia	http://www.librarycommission.lib.wv.us/
Wisconsin	http://www.dpi.state.wi.us/dlcl/
Wyoming	http://www-wsl.state.wy.us

Outlying areas:

Virgin Islands	http://www.library.gov.vi/

A listing of these web sites can be accessed from the Wisconsin State Library web site address, the Delaware State Library web site address, COSLA web site <http://www.cosla.org/>, or the NCLIS web site address <http://www.nclis.gov/statsurv/surveys/stla/linksStLA/stliblst.html>.

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Mentor State and Territory Assignment List

Mentors	States & Territories Assigned
Keith Lance (CO)	AZ, MT, NE, NM, NV, WY
Patience Fredericksen (AK)	CA, HI, KS, ID, UT, WA
Darla Cottrill (OH)	D.C., Guam, CNMI (Northern Marianas), Virgin Islands, Puerto Rico
Lynn Shurden (MS)	AL, FL, GA, KY, TN, WV
Marianne Kotch (VT)	CT, MA, ME, NH, NY, RI
Al Zimmerman (WI)	IA, IL, MI, MN, ND, SD
Libby Law (SC)	DE, MD, NC, NJ, PA, VA
Ann Reed (OR)	AR, IN, LA, MO, OK, TX

FSCS DIRECTORY
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ARIZONA	GladysAnn Wells	602-542-4035	602-542-4972
ARKANSAS	Jack Mulkey	501-682-1526	501-682-1899
CALIFORNIA	Susan Hildreth	916-654-0174	916-654-0064
COLORADO	Nancy Bolt	303-866-6733	303-866-6940
CONNECTICUT	Kendall Wiggin	860-757-6510	860-757-6503
DELAWARE	Annie Norman	302-739-4748 x 111	302-739-6787
DIST. OF COLUMBIA	Richard L. Jackson, Interim	202-727-1101	202-727-1129
FLORIDA	Judith Ring	850-245-6600	850-488-2746
GEORGIA	Lamar Veatch	404-982-3569	404-982-3563
HAWAII	Jo Ann Schindler	808-586-3704	808-586-3715
IDAHO	Charles A. Bolles	208-334-2150	208-334-4016
ILLINOIS	Jean Wilkins	217-782-2994	217-785-4326
INDIANA	Barbara Maxwell	317-232-3692	317-232-0002
IOWA	Mary Wegner	515-281-4105	515-281-6191
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MAINE	J. Gary Nichols	207-287-5600	207-287-5615
MARYLAND	Irene Padilla	410-767-0435	410-333-2507
MASSACHUSETTS	Robert C. Maier	617-267-9400	617-421-9833
MICHIGAN	Christie P. Brandau	517-373-7513	517-373-5815
MINNESOTA	Suzanne Miller	651-582-8722	651-582-8897
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CHIEF OFFICERS OF STATE LIBRARY AGENCIES—Continued

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NEVADA	Sara Jones	702-684-3315	702-684-3311
NEW HAMPSHIRE	Michael York	603-271-2397	603-271-6826
NEW JERSEY	Norma E. Blake	609-292-6201	609-292-2746
NEW MEXICO	Richard Akeroyd	505-476-9762	505-476-9761
NEW YORK	Janet Welch	518-474-5930	518-486-6880
NORTH CAROLINA	Sandra Cooper	919-733-2570	919-733-8748
NORTH DAKOTA	Doris Ott	701-328-2492	701-328-2040
OHIO	Joanne Budler	614-644-7041	614-466-3584
OKLAHOMA	Susan McVey	405-521-3173	405-525-7804
OREGON	James Scheppke	503-378-4367	503-585-8059
PENNSYLVANIA	Mary Clare Zales	717-787-2646	717-772-3265
RHODE ISLAND	Ann Parent	401-222-5763	401-222-2083
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WASHINGTON	Jan Walsh	360-704-5253	360-586-7575
WEST VIRGINIA	J.D. Waggoner	304-558-2041	304-558-2044
WISCONSIN	Richard Grobschmidt	608-266-2205	608-267-1052
WYOMING	Lesley Boughton	307-777-7283	307-777-6289

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CNMI	Kevin Latham	011-670-235-7322	011-670-235-7550
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U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

Appendix L—FSCS Steering Committee By-Laws

BY-LAWS,
FSCS STEERING COMMITTEE

December 1999

Purpose

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

Membership

The steering committee shall consist of five (5) State Data Coordinators (SDCs)[2] or other representatives designated by the state library agency (e.g., contractors, consultants) who are selected by state data coordinators at the annual business meeting. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), and others appointed contingent upon available funding.

Whenever possible decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.

Officers

At the last meeting before the annual workshop, a Chair and Vice-Chair shall be elected by and from among the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

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[2] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Meetings

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The FSCS Coordinator shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

Sub-committees

The Steering Committee may delegate responsibilities to sub-committees, as needed. Membership on sub-committees shall not be limited to Steering Committee members.

Standing sub-committees include: Data Collection, Data Elements, Data Use, and Training.

All sub-committees shall have charges to be reviewed annually.

Sub-committee members and chairs shall be appointed by the Chair of the Steering Committee contingent upon available funding. The Chair of the COSLA Research and Statistics Committee representative will be a permanent member of the Data Elements Sub-committee.

Committee Reports and Work Plan

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual meeting.

At the Steering Committee's last meeting before the annual SDC meeting, the committee shall adopt planned objectives and activities for the following calendar year. The incoming Chair shall present these objectives and activities at the annual meeting for adoption by a majority of the SDCs present at that meeting.

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS memos, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

Amendment

These by-laws may be amended by a two-thirds vote of the SDCs at their annual meeting.

Appendix M—FSCS Policy and Procedures
for Review of Data Elements

FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Any changes to the existing data elements, additions of new data elements, or deletions of existing data elements should be undertaken only after careful consideration of:

- the burden placed on local public libraries and state libraries;
  (That is, to what extent are data available or how feasible is it to collect data?);
- the extent to which policy formulation and analysis, and decision-making would be improved or enhanced;
- the effect on other data elements; and
- the extent to which integration with other data elements is possible.

The Data Elements Subcommittee of the FSCS Steering Committee is responsible for:

1. ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. limited editing of data elements and their definitions to correct grammar or spelling errors or to clarify meaning.

Although the Data Elements Subcommittee has a special mandate to review data elements, any State Data Coordinator[3] or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

THREE YEAR CYCLE

The following schedule outlines a three-year cycle of procedures that should be followed as closely as possible in order to ensure thoughtful deliberation. Data elements edited by the Data Elements Subcommittee, as outlined in number three above, will not be subject to this schedule.

This cycle is based on a "program year." The term "program year" refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in December. There are at least three FSCS Steering Committee meetings per year (March, June and September). The first meeting of the Steering Committee is held at the conclusion of the Annual Meeting.

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[3] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

YEAR ONE

1. At the annual meeting of Data Coordinators, the proposed addition, change, or deletion should be identified.

2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:

   • identify the proposed addition, change, or deletion;
   • identify unfamiliar methodologies for local libraries and also Data Coordinators;
   • provide a clear rationale for the proposed action; and
   • provide new or revised definitions, or a proposal to delete all or part of an existing definition.

3. Time will be allowed during the annual meeting of Data Coordinators to present proposals to the group for discussion.

4. The proposal must be endorsed by at least ten (10) Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following program year (held at the conclusion of the annual meeting). The Chair of the Data Elements Subcommittee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Chair of the COSLA. Research and Statistics Committee.

5. The Chair of the Data Elements Subcommittee will solicit comments in support of and in opposition to any proposed change, addition, or deletion from Data Coordinators and the Chair of the COSLA Research and Statistics Committee.

6. Between the Steering Committee's first and second meetings (December, March), NCES and Census staff will review the proposal and raise any issues that must be addressed at the second Steering Committee meeting.

7. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and impact on FSCS at its second meeting of the following program year. These issues include any raised by NCES and Census staff.

8. After the second Steering Committee meeting, NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. Signatures on the ballot will be required from both the Data Coordinator and Chief Officer. Adoption of a proposal will be determined by the majority of the ballots cast by the Data Coordinators submitting data that is accepted and published. Robert's Rules of Order will be used by the FSCS Data Elements Subcommittee.

9. By April 15, a record of the ballot results will be sent to all Data Coordinators and Chief Officers and posted on the NCLIS website. Census will revise data collection software to reflect new/revised/omitted data elements and definitions.

10. By May 1, the OMB approval package will be submitted by NCES staff.

11. At the third Steering Committee meeting, new and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change. Questions about definitions and issues of interpretation will be referred to the Data Elements Subcommittee usually via the PLRSNet and COSLA listserv. Use of the COSLA listserv is at the discretion of Chair of the COSLA Research and Statistics Committee.

12. By September 1, NCES will have obtained OMB clearance.

13. At its fourth Steering Committee meeting, the committee will address new and revised elements in planning for the next annual conference.

14. By November 15, the WinPLUS software will be released via the Web and Data Coordinators will be notified of its availability.

15. At the annual conference (December), training on new and revised data elements will be provided.

YEAR TWO

1. State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.

2. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.

3. The Steering Committee will review trial data at its third and fourth meetings (September, December). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.

YEAR THREE

The added or changed data element will be reported in the annual data submission and will be electronically released and published.

Revised 9/25/01

Appendix N—Job Description of State Data Coordinator

JOB DESCRIPTION OF STATE DATA COORDINATOR[4]

Once data coordinators are appointed, or as data coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Federal State Cooperative System for Public Library Data (FSCS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on FSCS.

DUTIES AND RESPONSIBILITIES:

Strengthens the liaison and fosters the cooperation between the federal and state governments;

Designs form for collection of data from local libraries, including FSCS data elements and definitions and data elements needed for Library Services and Technology Act (LSTA) evaluation, as well as additional data elements and definitions for collection of data used by the State Library;

Coordinates statistical needs with the LSTA coordinator at the state library agency;

Revises form, introducing new or revised data elements, as necessary;

Pretests/evaluates form to ensure that instructions and format work for the local libraries;

Educates and trains staff of local libraries in methods of completing forms;

Sends the form, definitions, and instructions to local libraries, allowing ample time for them to complete the form;

Answers questions about the form from local libraries;

Utilizes any appropriate and available methods to obtain high quality information from local libraries;

Collects data from all public libraries in state;

Reviews completed forms, whether they are submitted on paper, on diskette, or via modem, for obvious errors, making note of errors trends;

Determines the software and hardware necessary to complete accurate data entry in the following manner: relatively quick; accurate; easily learned and supervised; compatible with FSCS software; allows for use in publishing state statistics;

Assures that the person who is charged with data entry has ample training on use of the hardware and software (Data Coordinator should have at least a general knowledge of the software and hardware, as well);

Supervises the data entry and/or performs data entry;

Edits the data;

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[4] In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Supervises downloading of data into FSCS software;

Ensures that State Librarian has signed letter of submittal to the National Center for Education Statistics (NCES);

Submits data to NCES before the established deadline, including letter of explanation of edit checks, if appropriate;

Communicates information about the FSCS program and state statistics to staff at the state library agency as well as staff throughout the state;

Participates in Annual FSCS Training Workshop;

Participates in FSCS meetings (when scheduled) at the annual and midwinter conferences of the American Library Association;

Serves as a voting member of the Steering Committee when elected by the SDCs at the annual training workshop;

As the state data coordinator, participates with other coordinators in an advisory group function;

As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

Promotes the use of national statistics generated by FSCS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

Submits proposals for adding, changing or deleting data elements, using the procedures outlined in Policy and Procedures for Review of Data Elements;

Responds to and interprets the national library data.

Revised 12/8/99 by the FSCS Steering Committee

Appendix O—FSCS Steering Committee Objectives

FSCS STEERING COMMITTEE OBJECTIVES

- Support the Objectives of the Subcommittees.

- Review and respond to mentor session notes and evaluation comments from the Annual Professional Development Conference.

- Encourage web-based data use projects in individual states.

- Provide assistance for timely submission of FSCS data.

- Ongoing review of By-Laws, Policies and Procedures, and Definitions.

- Help maintain open communication and encourage coordination between/among NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.

- Encourage the timely release of Data.

Appendix P—FSCS Subcommittee Objectives

FSCS SUBCOMMITTEE OBJECTIVES

Data Collection Subcommittee:
- Sustain, support and improve function of WinPLUS.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Update and set parameters for edit checks.
- Improve communication about the collection process among SDCs.

Data Conference Subcommittee:
- Identify State Data Coordinator training needs.
- Review need for specialized training for interested SDCs and others.
- Plan the annual FSCS Professional Development Conference (December 5-8, 2004).
- Recommend time and place for the FSCS Professional Development Conference (December 2005).

Data Elements Subcommittee:
- Begin systematic review of all data definitions.
- Follow up on the data elements which received 10 endorsements at the Conference.
- Plan/Provide training on new data elements for the conference.
- Solicit new data elements.

Data Use Subcommittee:
- Advise on projects involving use of FSCS data.
- Promote awareness and use of NCES web-based tools and NCLIS website.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.
- Encourage the development of historical tracking (vital statistics – birth, deaths, marriages, divorces).
- Support NCLIS' efforts to make FSCS data more easily accessible to users.

Revised June 2004

Appendix Q—Standard Abbreviations for WinPLUS

(Use Only if Data Exceed Field Length)

Administrative/Administration	Adm	Municipal	Mun
American	Amer	Museum	Mus
Association	Assn	National	Natl
Avenue	Ave	Park	Pk
Board	Bd	Parkway	Pkwy
Bookmobile	Bkmob	People's	Peop
Branch	Br	Public	P
Building	Bldg	Public Library(ies)	PL(s)
Bureau	Bur	Reading	Rdng
Center	Ctr	Reference	Ref
Central	Ctrl	Region	Rgn
Circle	Cir	Regional	Rgnl
Circulation, Circulating	Circ	Reorganized, Reorganization	Reorg
Committee	Com	Research	Res
Community	Cmnty	Room(s)	Rm(s)
Consolidated	Consol	Route	Rt
Cooperative, Cooperating	Coop	Saint, Street	St
County	Cnty	School(s)	Sch(s)
Court	Ct	Service(s)	Serv
Department, Departmental	Dept	Society	Soc
District	Dist	Supervisor, Supervisory	Supv
Division, Divisional	Div	System(s)	Sys
Extension	Ext	Terrace	Terr
Federal	Fed	Township	Twp
Fort	Ft	Trail, Trustee	Tr
Foundation	Fdn	University	Univ
Free	Fr		
General Delivery	Gen Del		
Headquarters	Hq		
Highway	Hwy		
Information	Inf		
Interlibrary	IL		
Interlibrary Loan	ILL		
Joint	Jt		
Library District	LD		
Library(ies)	L(s)		
Memorial	Mem		
Metropolitan	Metro		
Mount	Mt		
Mountain	Mtn		